

Introduction to iPad

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1. What's in the box



Open the iPad box.



Take out the iPad.



Take out everything else.



The contents of the box are as follows. iPad, power adapter, Lightning cable, user manual and stickers (in the white box).



Remove all protective wrappers from the iPad, power adapter and USB cable.



Hold down the sleep/wake button at the top of the iPad for a few seconds.



This switches the iPad on.



Here is how to charge the iPad. Prepare the power adapter and Lightning USB cable.



Connect the Lightning cable to the power adapter.



Connect the power adapter to the wall socket.



Connect the Lightning cable to the iPad.

2. Initial configuration



Slide the lock screen slider to unlock the iPad.



Tap British English.



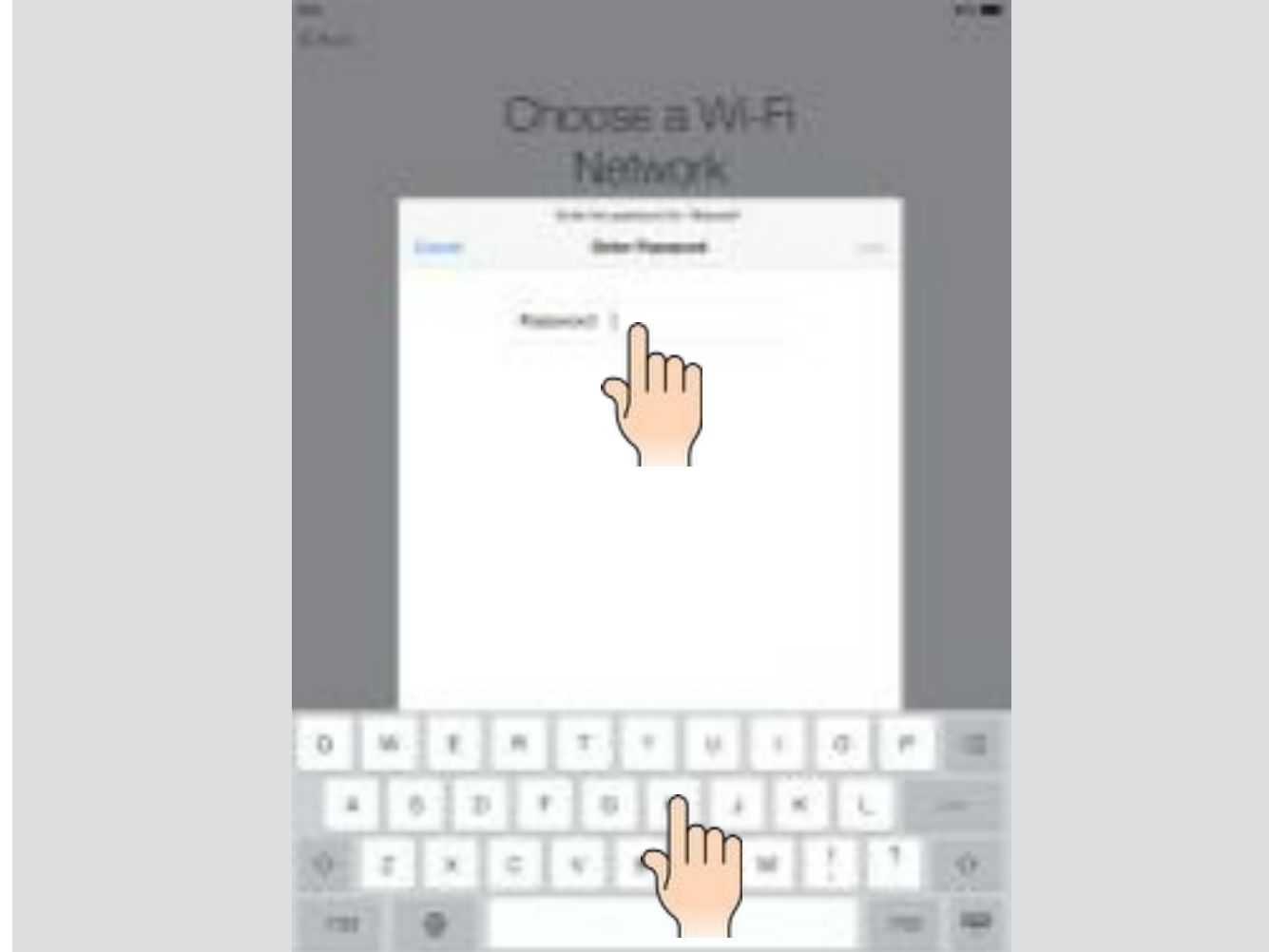
Scroll until you find Malaysia.



Tap Malaysia.



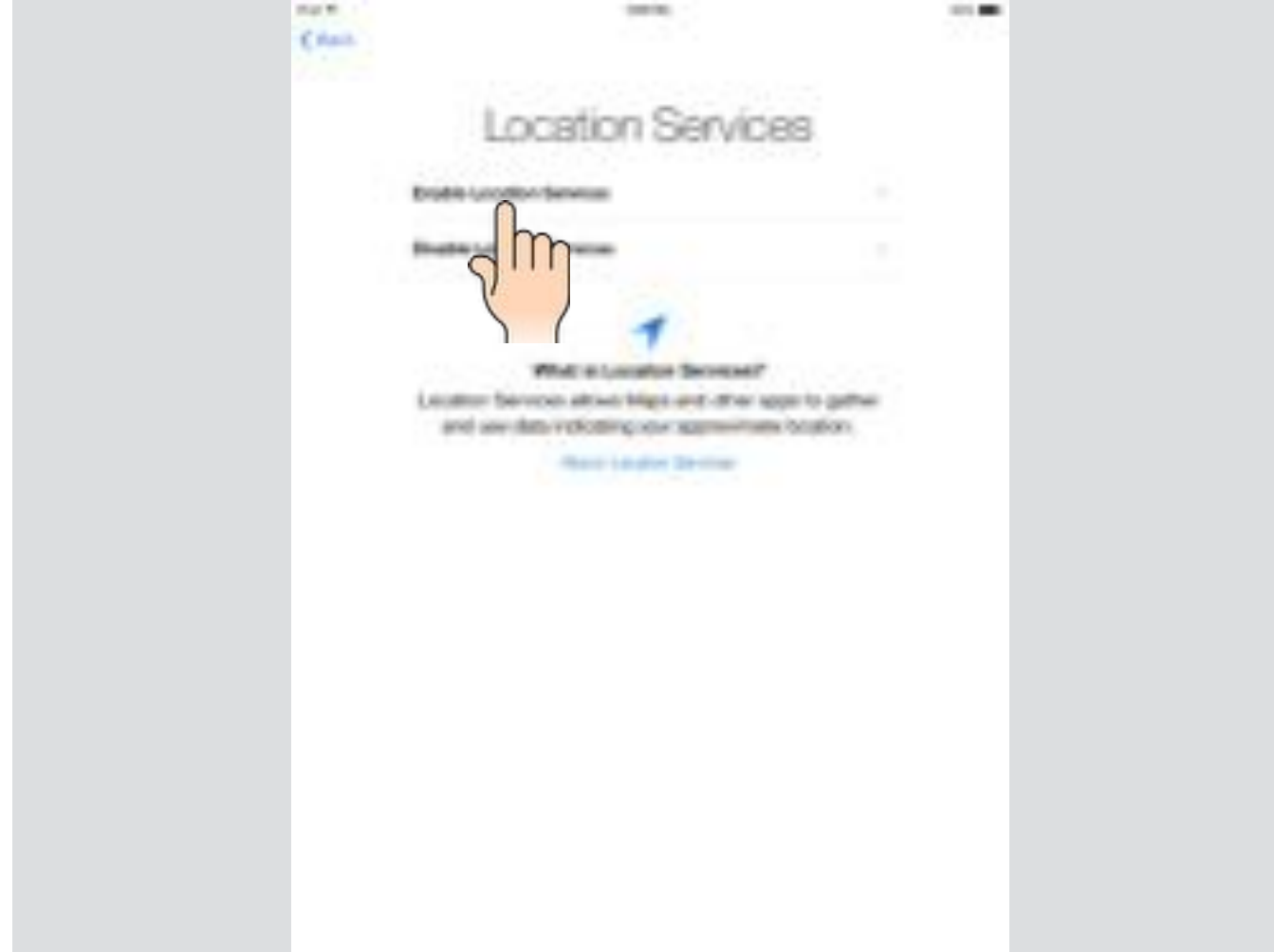
Tap the wireless network you would like to join.



Type the network password.



Tap Join.



Tap Enable Location Services.



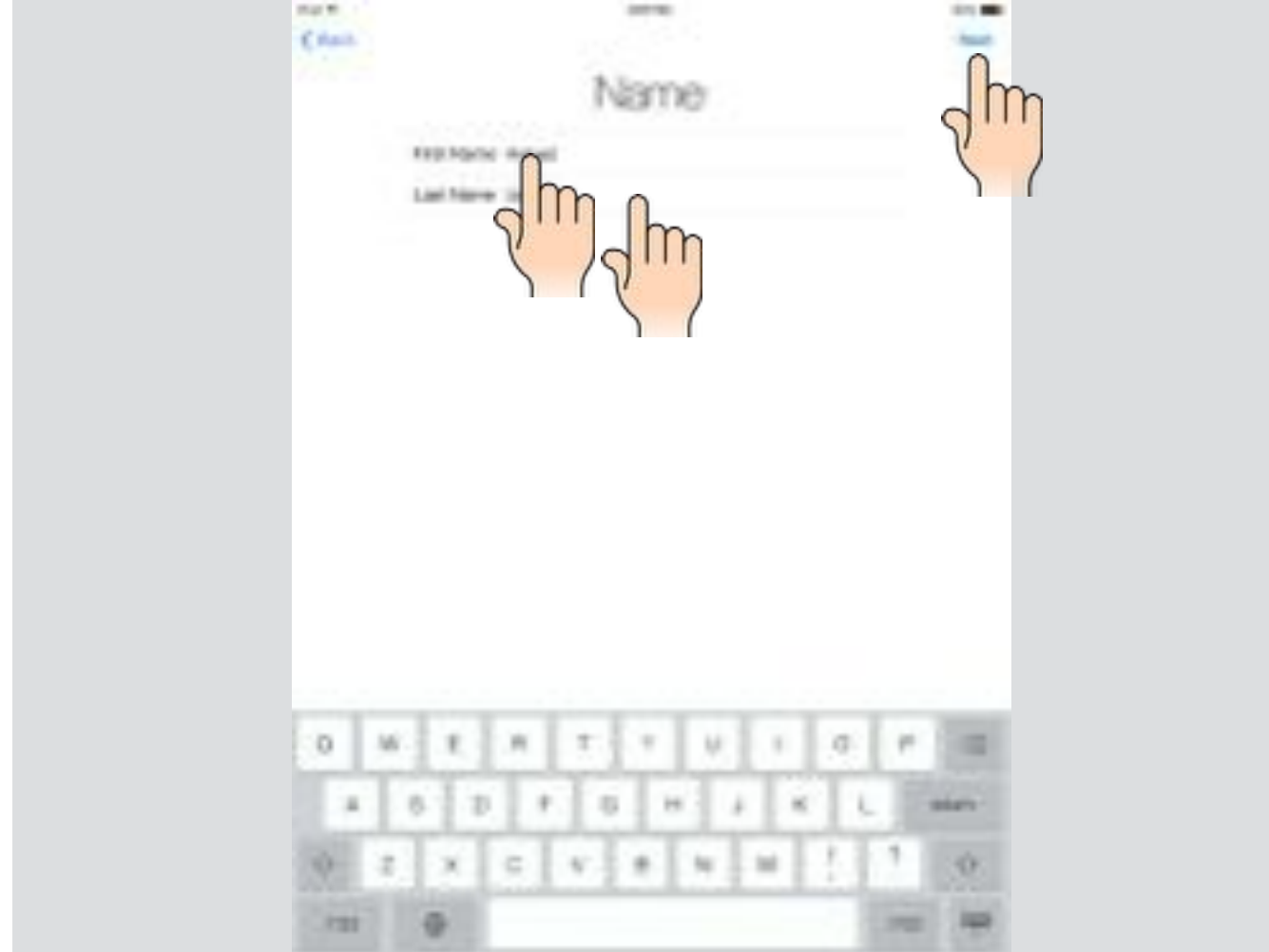
Tap Set Up as New iPad.



Tap Create a Free Apple ID.



Choose the day, month and year of your birthday. Tap Next.



Enter your first and last name. Tap Next.



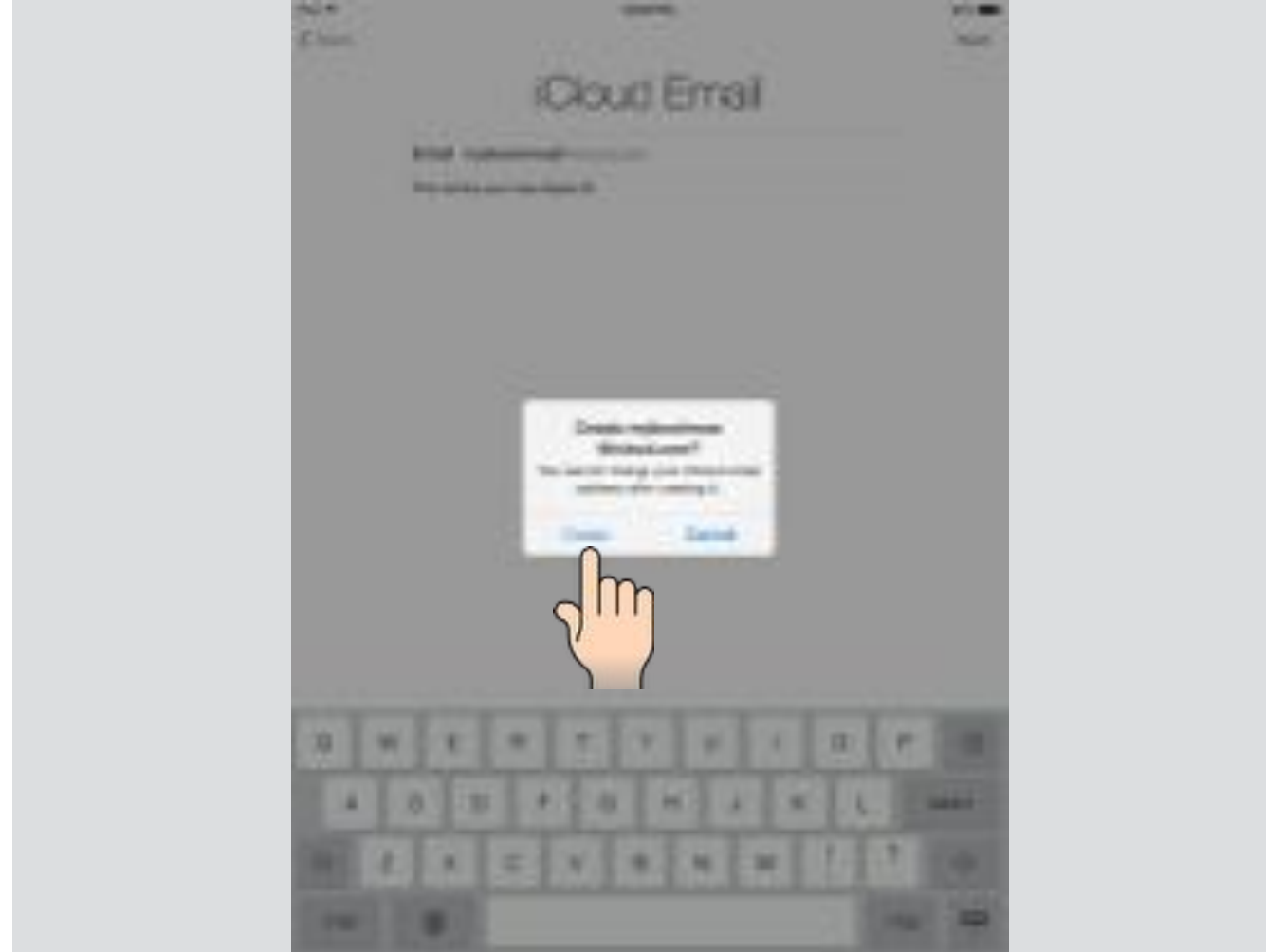
Tap 'Get a free iCloud email address'. Tap Next.



Enter the username you would like. Tap Next.



Tap Next.



Tap Create.



Enter the desired password. It must be at least 8 characters and include numbers, capital and small letters.



Tap Next.



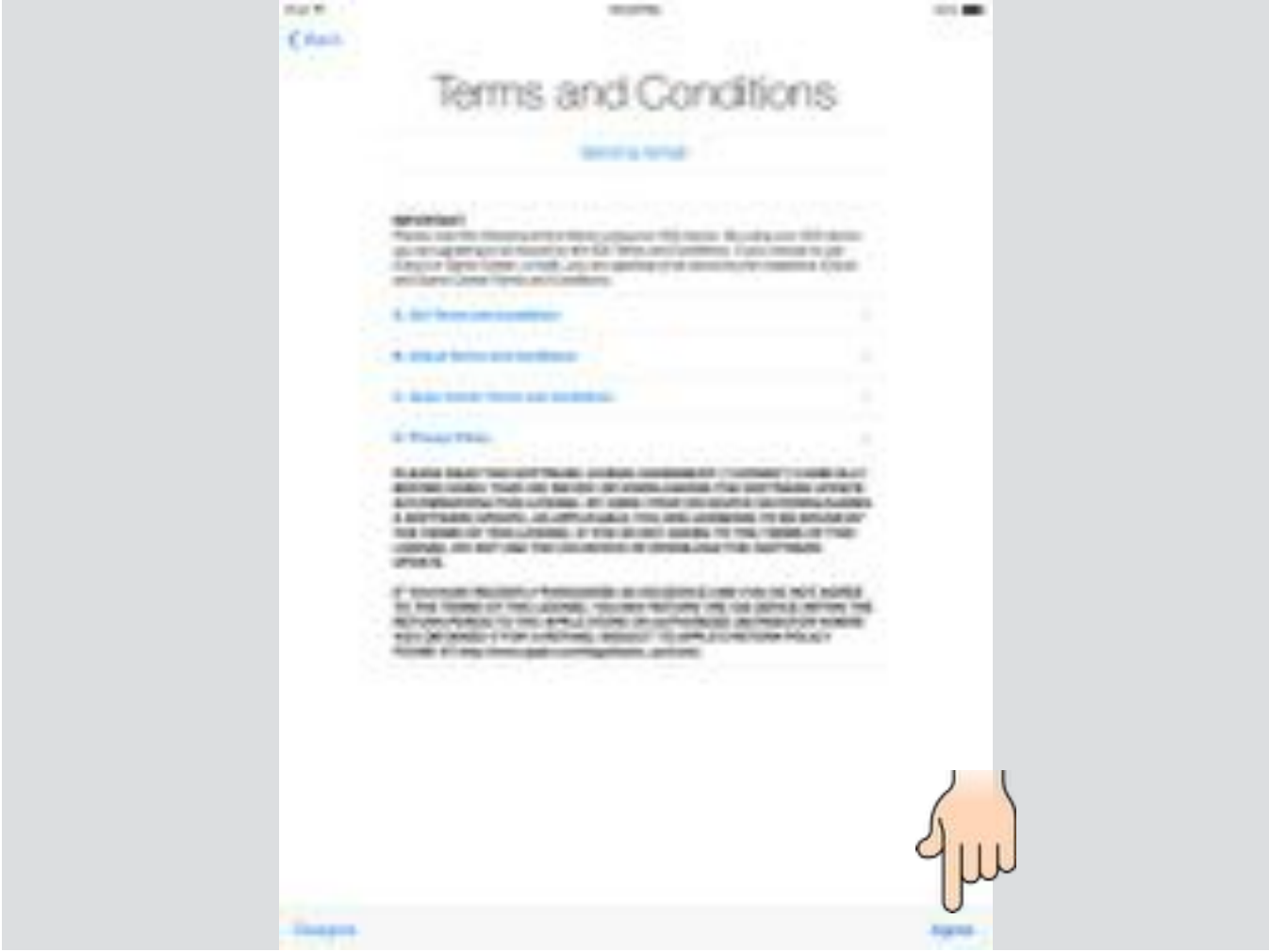
Choose the desired security questions, and enter the corresponding answers. Tap Next.



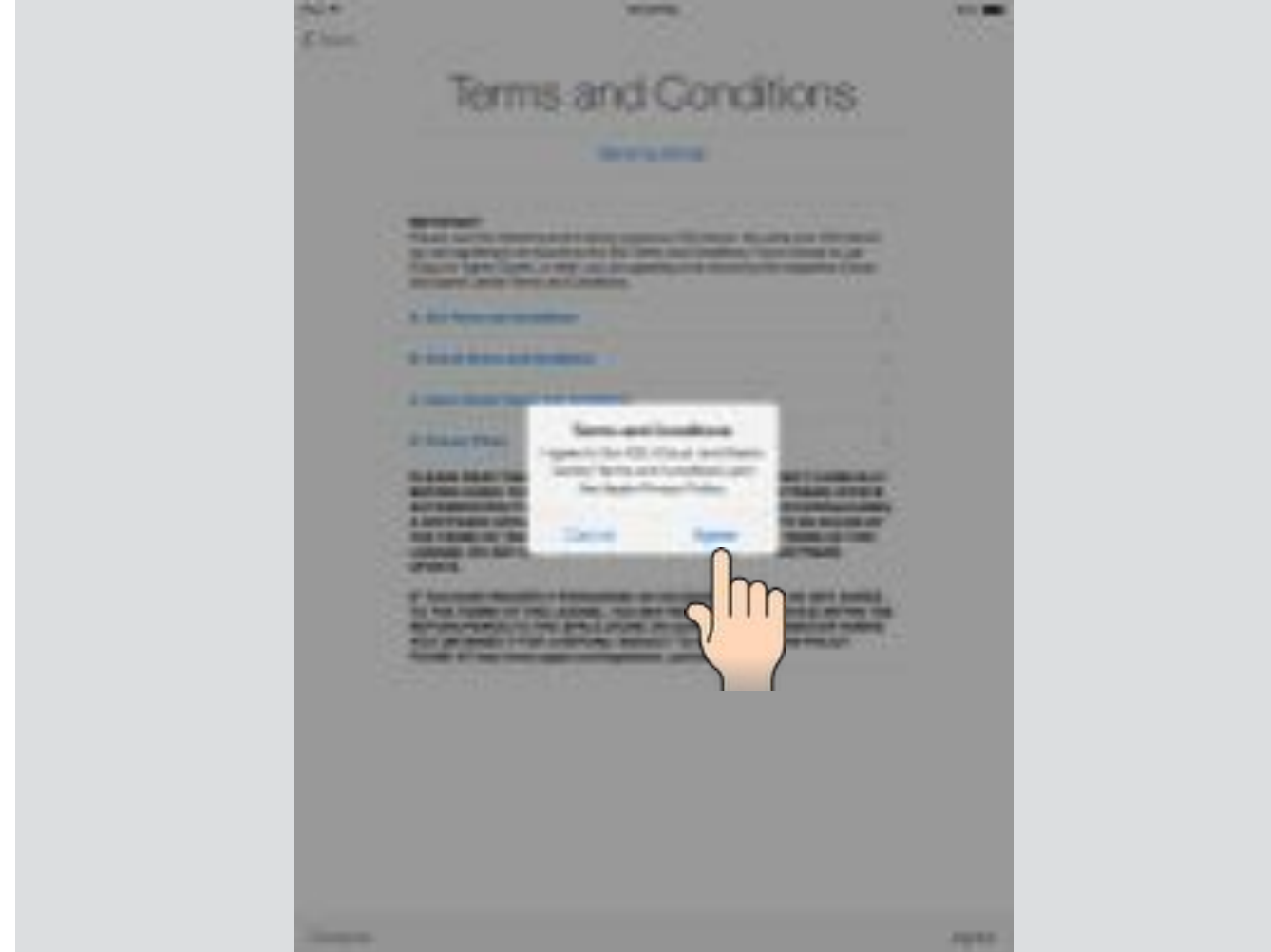
Enter the rescue email address. Tap Next.



Tap Next.



Tap Agree.



Tap Agree.



Wait a few minutes for your Apple ID to be created.



Tap 'Use iCloud.



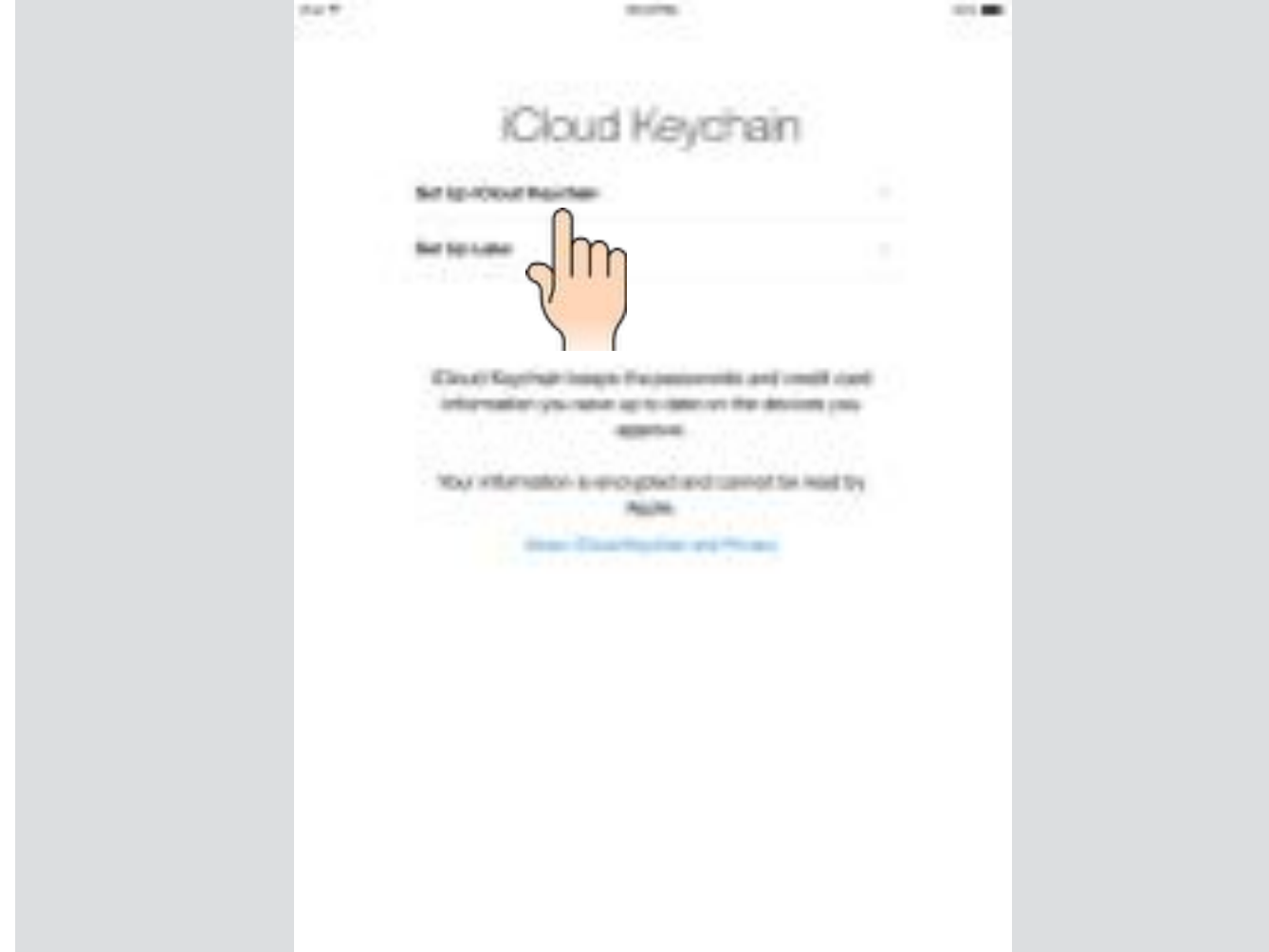
Tap 'Use Find My iPad'.



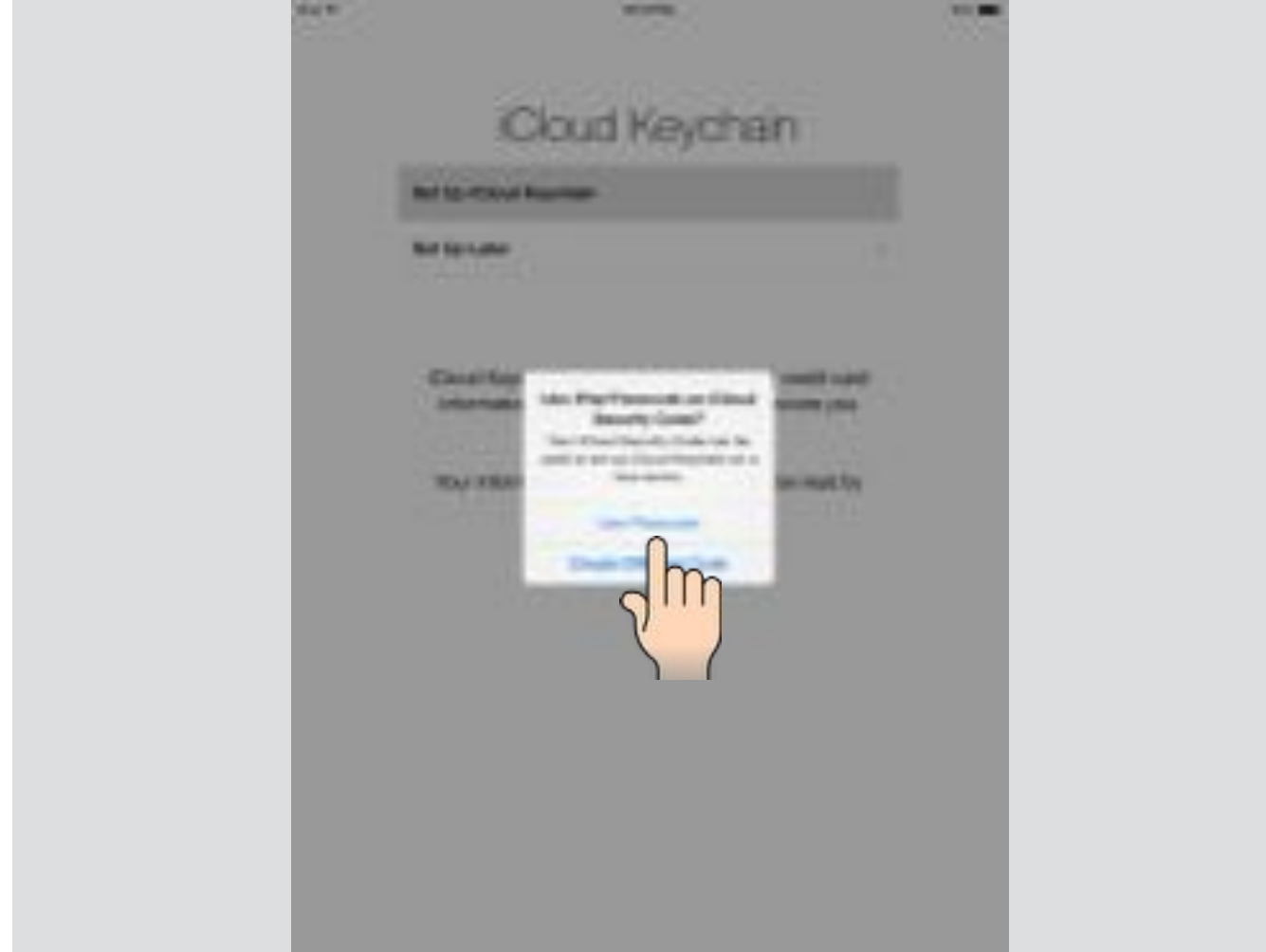
Enter a four-digit passcode.



Re-enter your passcode.



Tap 'Set Up iCloud Keychain'.



Tap 'Use Passcode'. This is the same four-digit passcode that you entered earlier.



Select your country and enter your Phone Number. Tap Next.



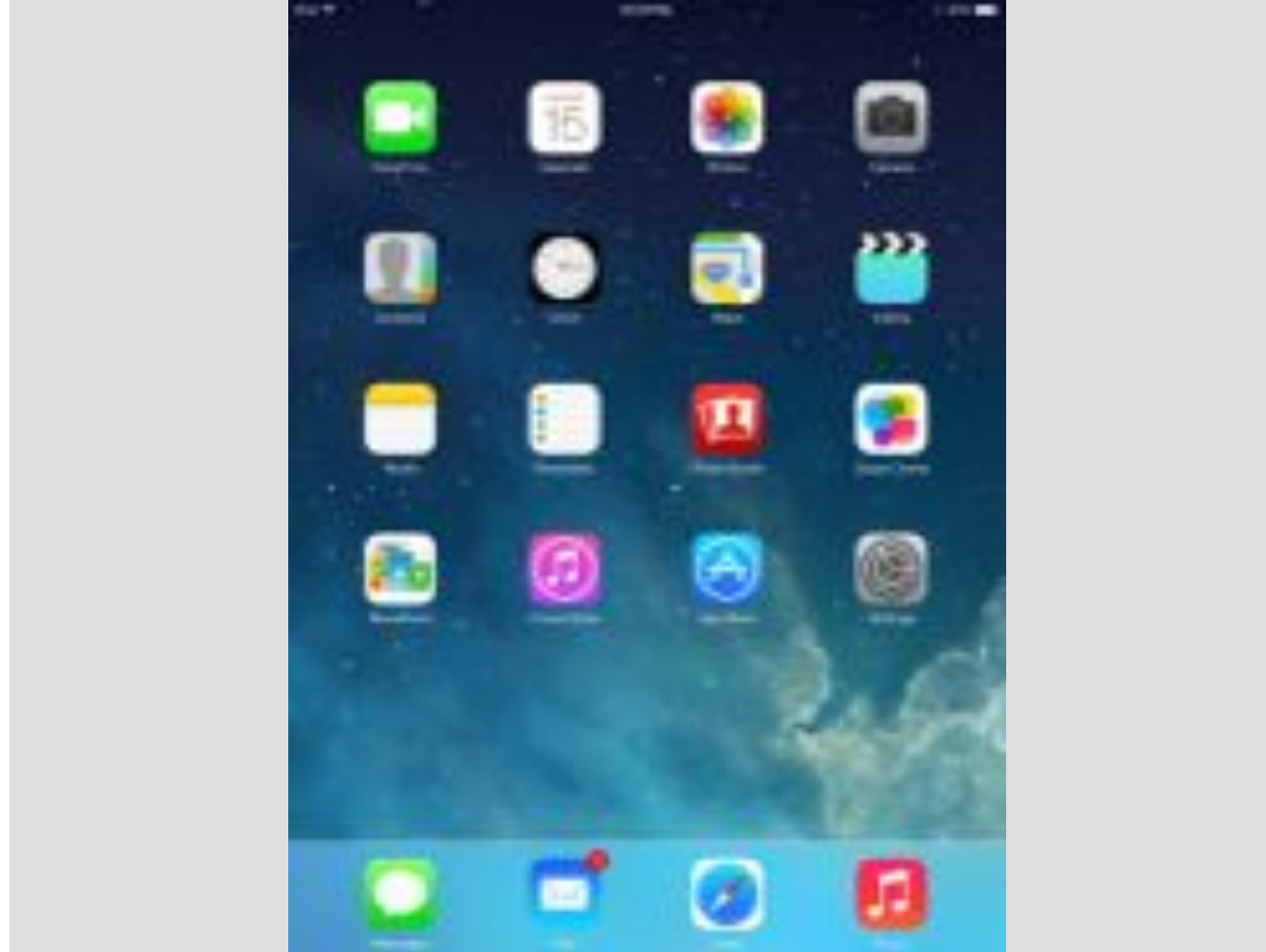
Tap 'Use Siri'.



Tap 'Automatically Send'.



Tap Get Started.

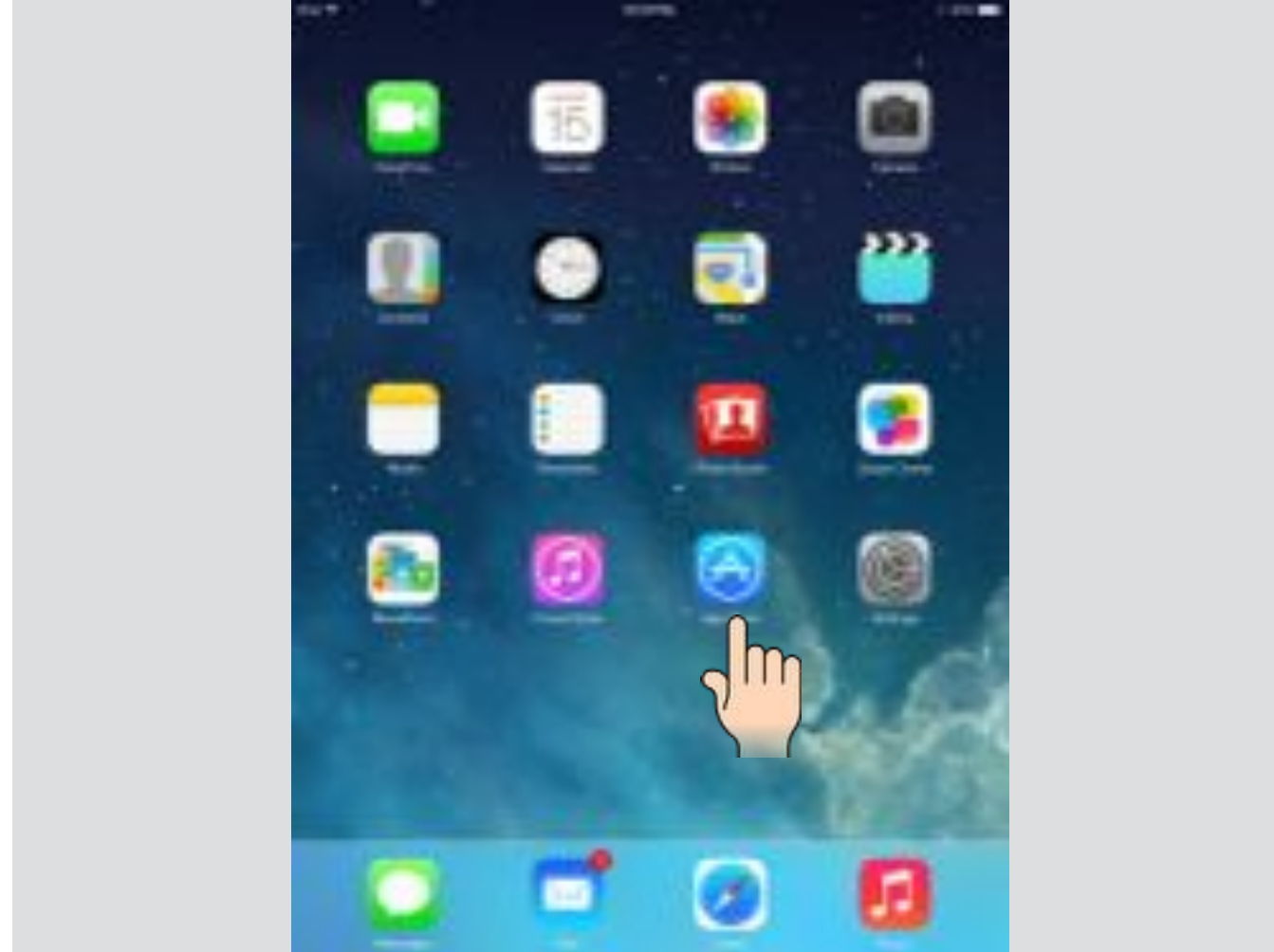


The Home Screen is displayed.

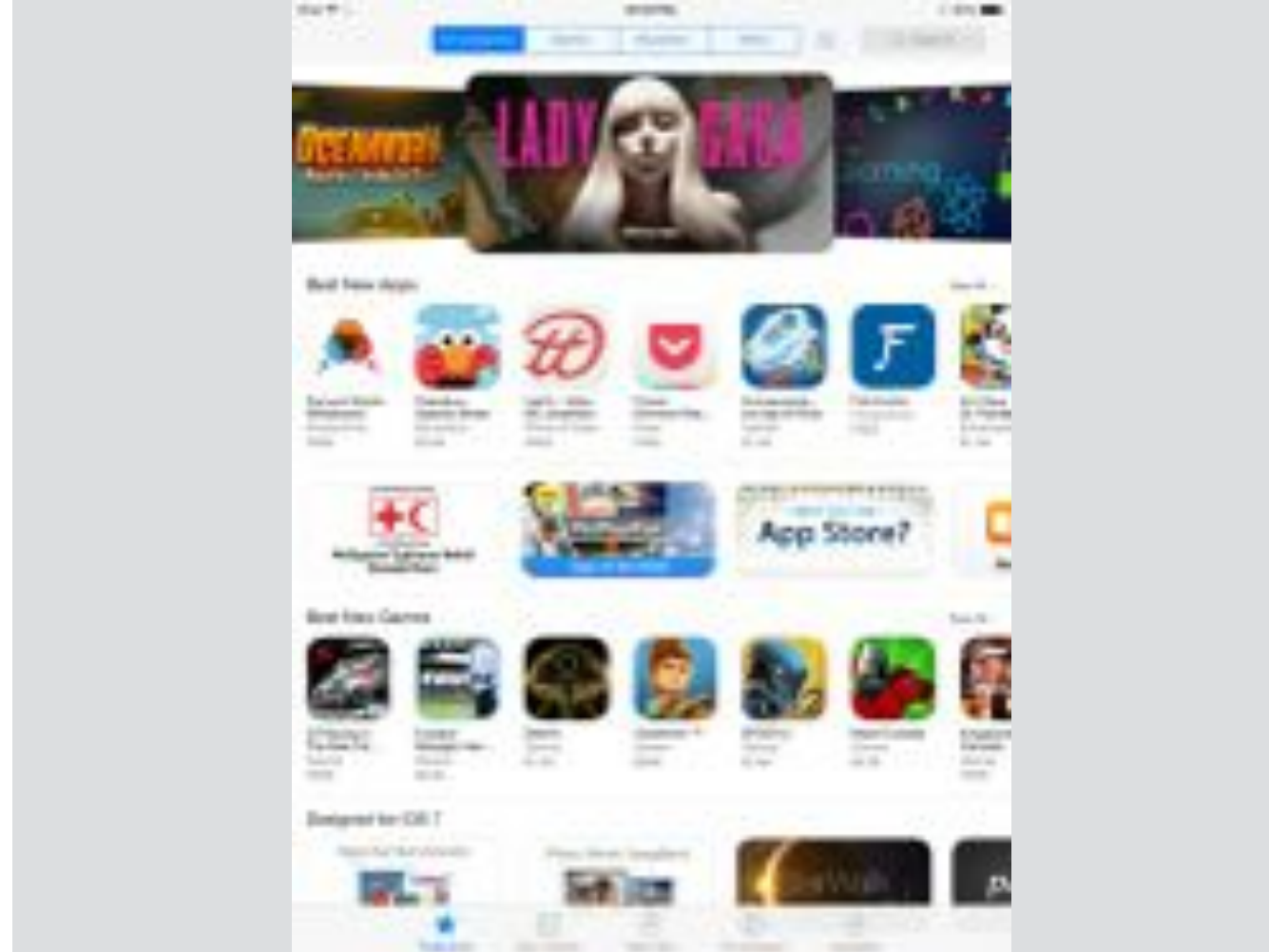
Technical Support

- Phone: 1-800-803-638 (Toll free)
- Web page: <http://www.apple.com/support>

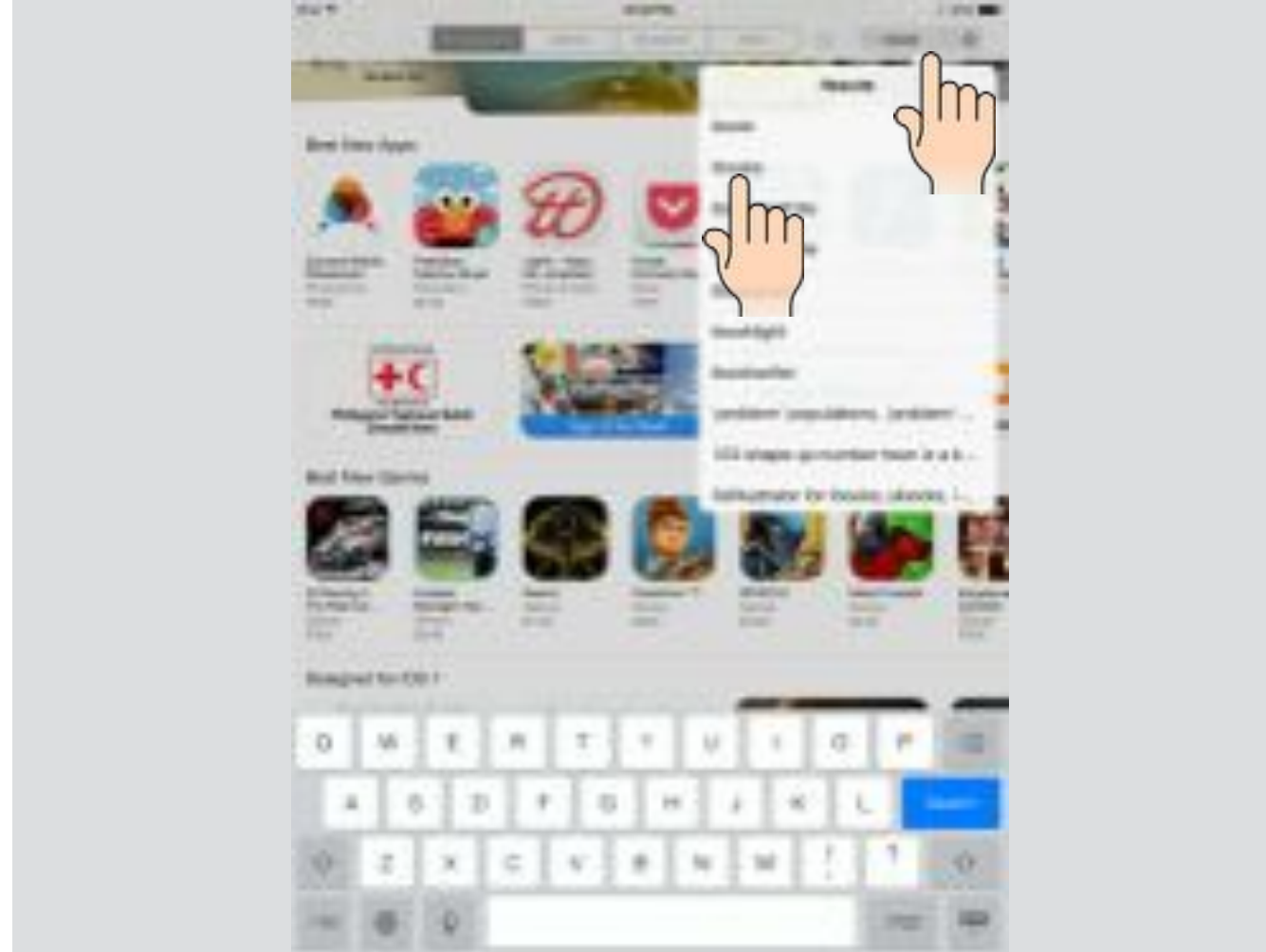
3. Downloading apps



Tap App Store.



The App Store appears.



Type 'iBooks' in the search field. A list of results is returned. Tap 'iBooks' in the list.



Tap Free.



Tap 'Install'.



Tap 'Use Existing Apple ID'.



Enter your Apple ID and password and tap OK.



Tap Review.



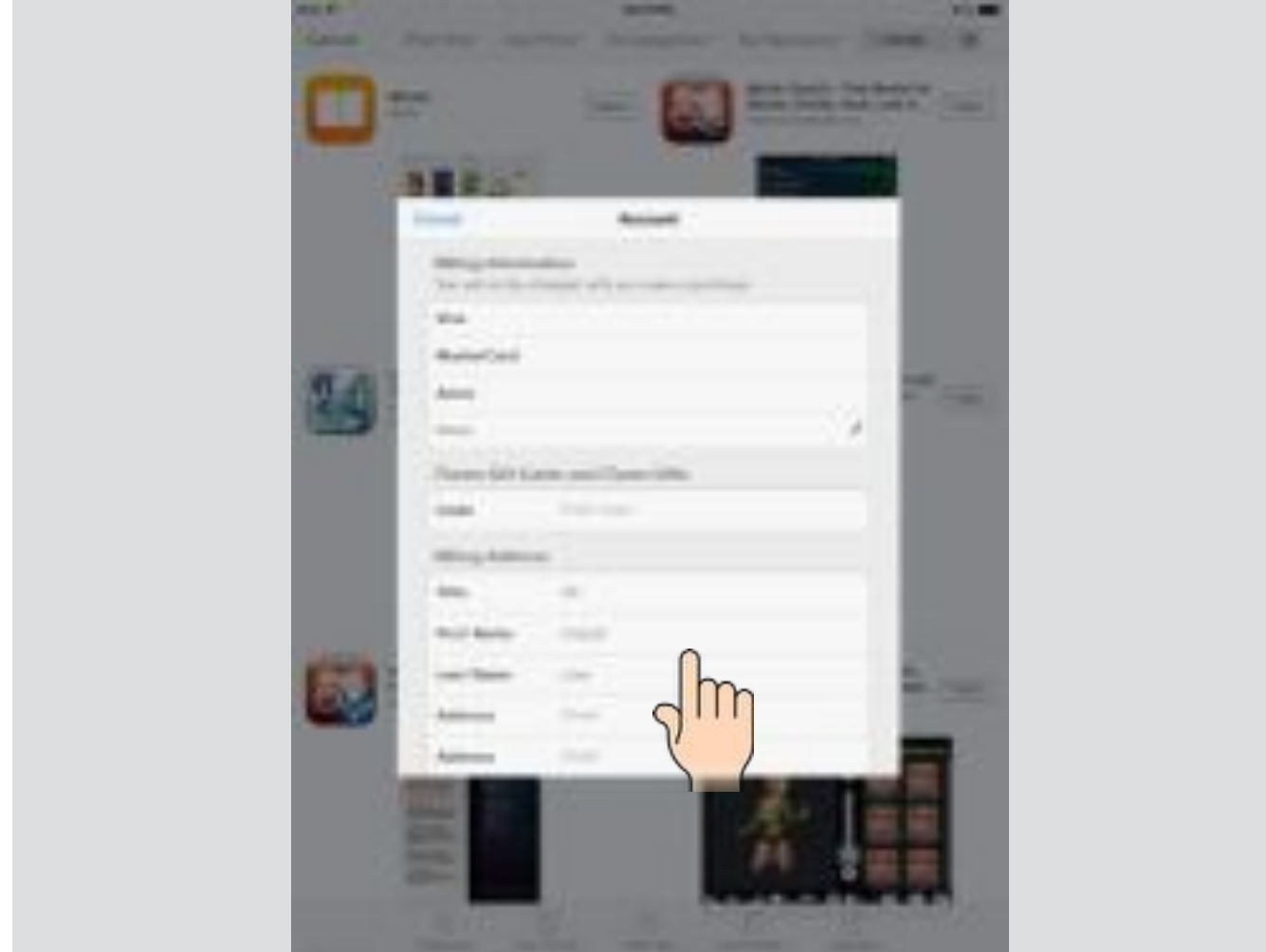
Store Malaysia is displayed. Tap Next.



Scroll until you reach the end of the Terms of Service.



Tap Agree. Tap Agree.



Note that Credit Card is set to 'None'. Type in your personal information.



Tap Next.



Tap Done.



Tap Free again.



Tap 'Install App'.



Enter your password and tap OK when prompted.



The app starts downloading. Wait until the download is completed.



When the app has finished downloading, the 'Open' button is displayed.



Press the Home button to return to the starting screen.



Note that iBooks has been downloaded and is ready to be used. Use your finger to swipe to the right to display the main screen.

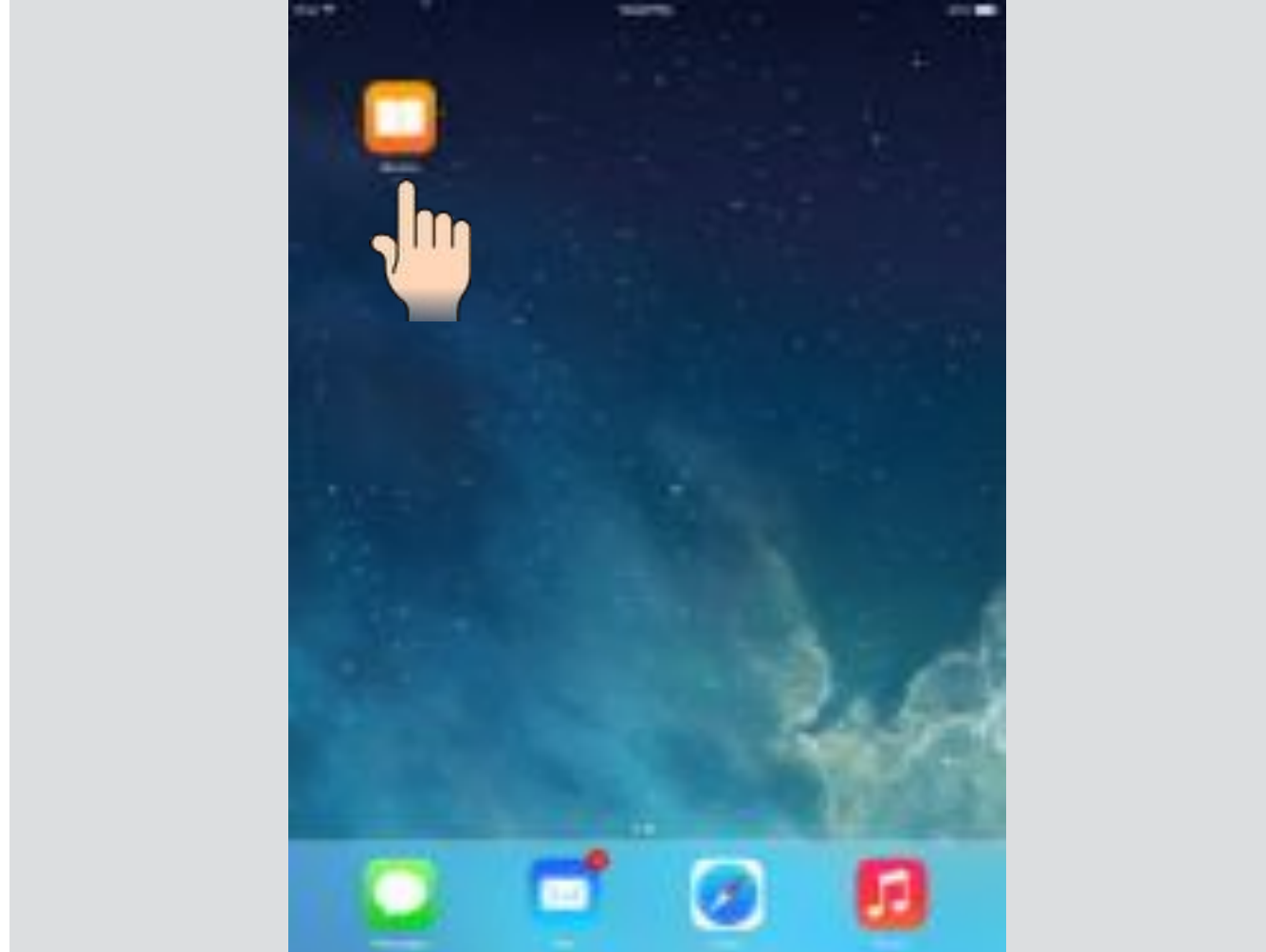


At the main screen, use your finger to swipe to the left to display the iBooks app again.

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4. Digital Books



Tap iBooks to launch it.



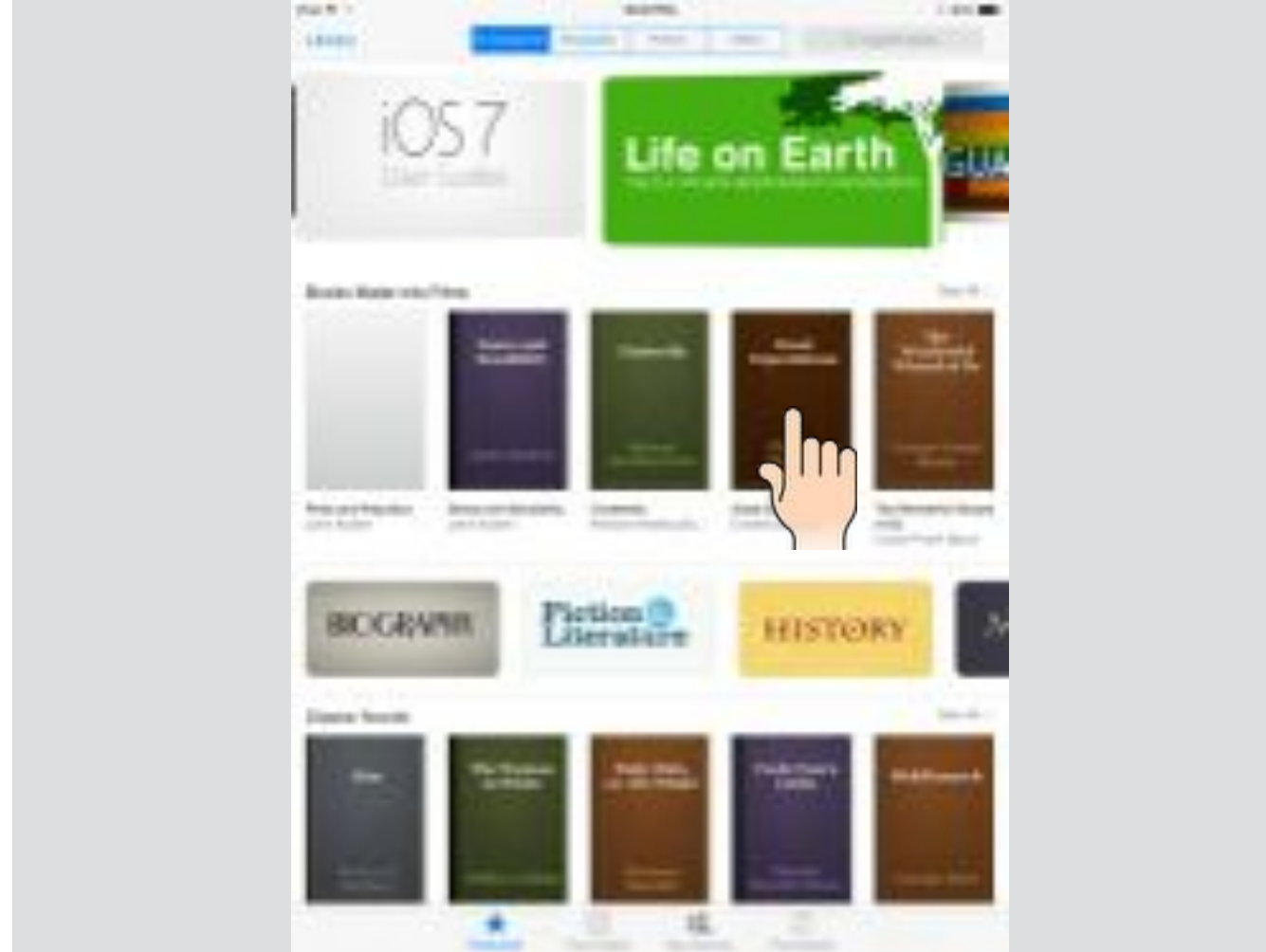
Tap OK.



Tap 'Don't Sync'.



Tap Store.



Books that you can download are displayed. Tap one to download. I'll use Great Expectations as an example.



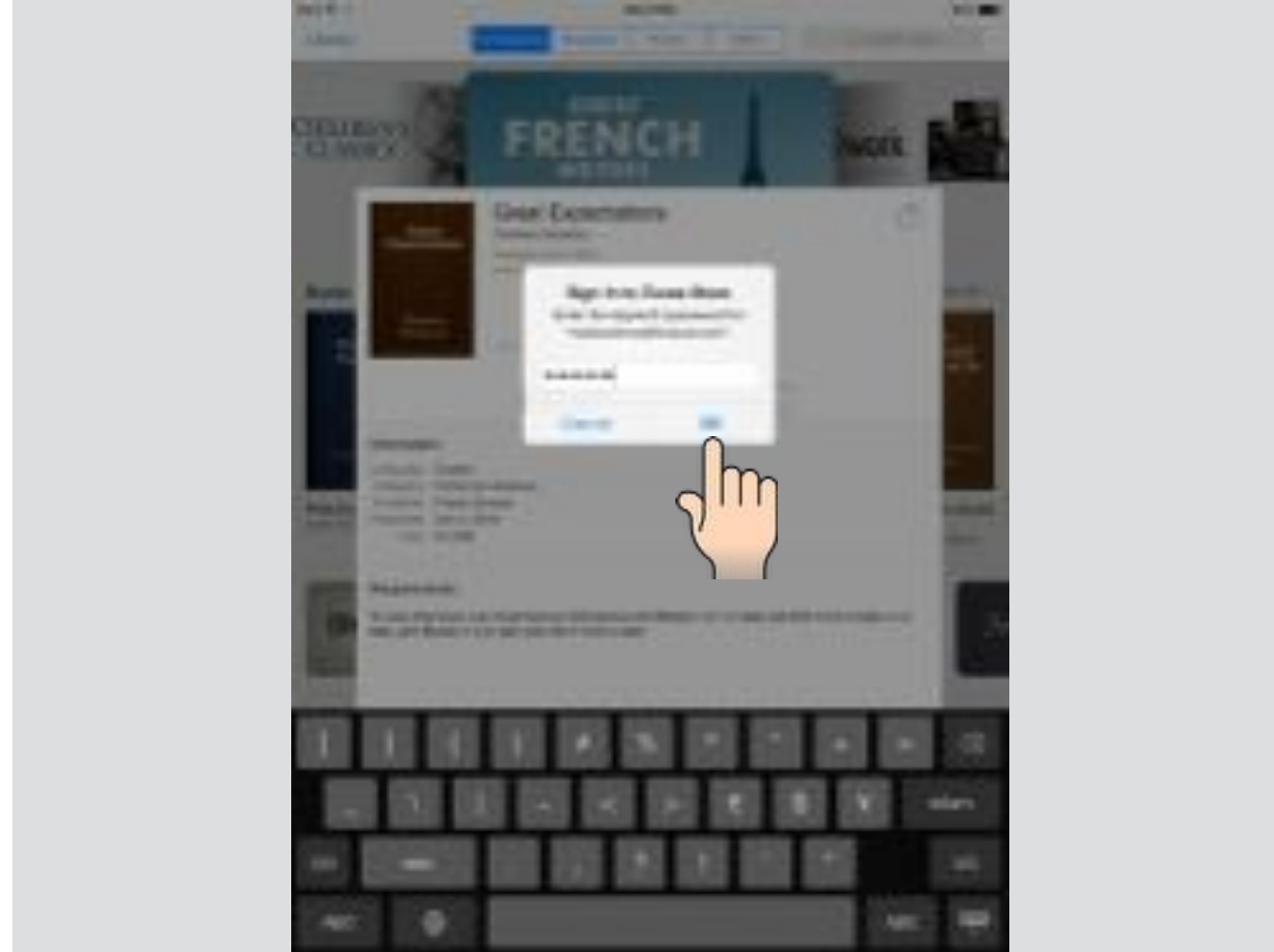
Tap the word Free next to the book you want to download.



Tap Get Book.



Enter your Apple ID password.



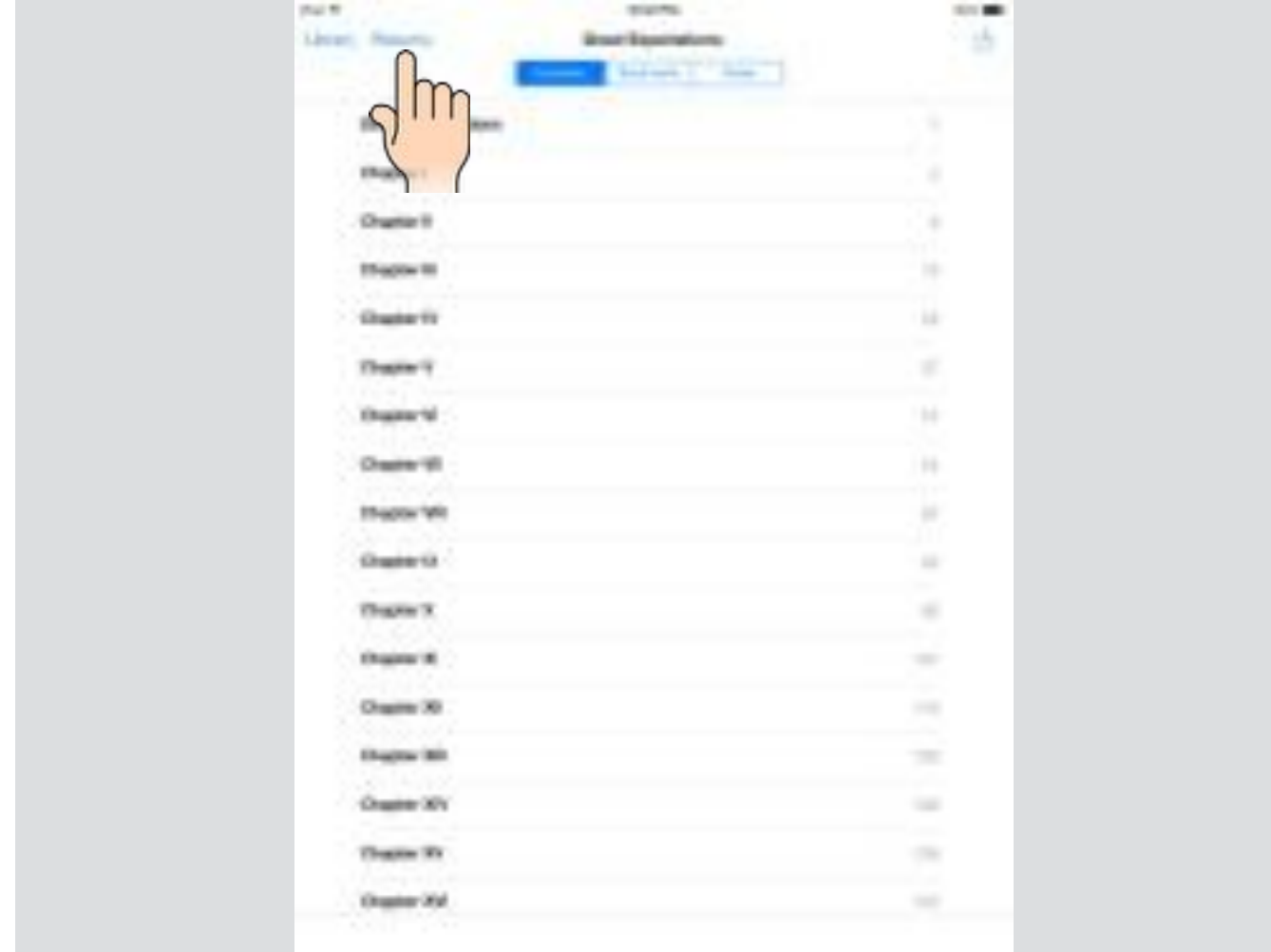
Tap OK.



Wait until the download is complete. Tap the book.



Tap the button with the three horizontal lines. If you don't see this button touch the page. This displays the table of contents.



You can go to any chapter from here. Tap Resume.



Swipe left to go to the next page. Swipe right to go back to the previous page.



Tap the 'A' button.



Here you can change the brightness, font size, font style and theme. You can also turn on Scrolling View.

Tap anywhere on the page to dismiss the screen.



Tap the magnifying glass.



You can enter a term to search for within the book.

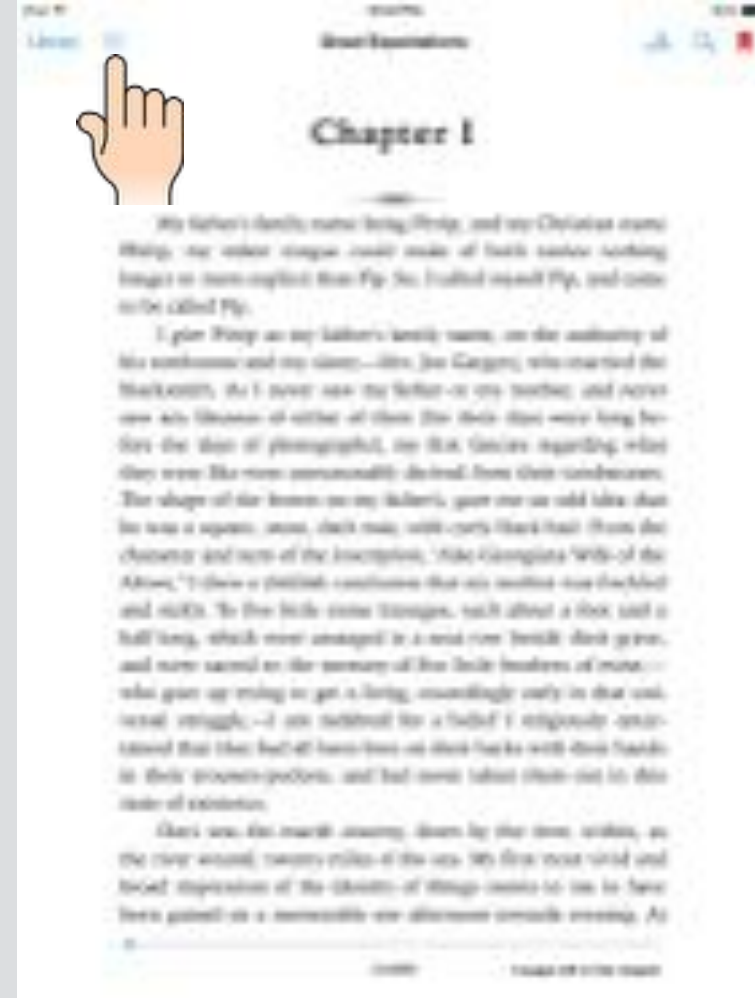
Tap anywhere on the page to dismiss the screen.



Tap the bookmark.



That sets a bookmark on the current page.



Tap the Table of Contents button.



Tap Bookmarks.



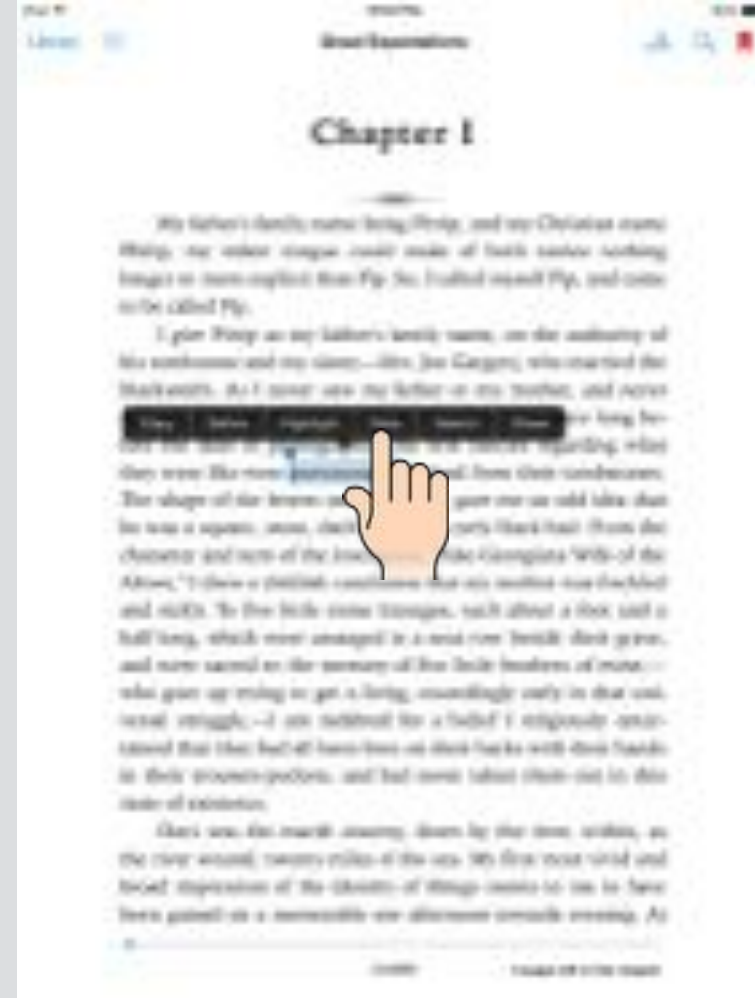
The bookmark is displayed.



Tap Resume.



Tap and hold on a word for a few seconds. It highlights and a menu is displayed.



Tap Note.



Tap the information that you want to associate with the word. Tap anywhere on the page when done.



Tap the Table of Contents button.



Tap Notes.



All your notes are displayed.

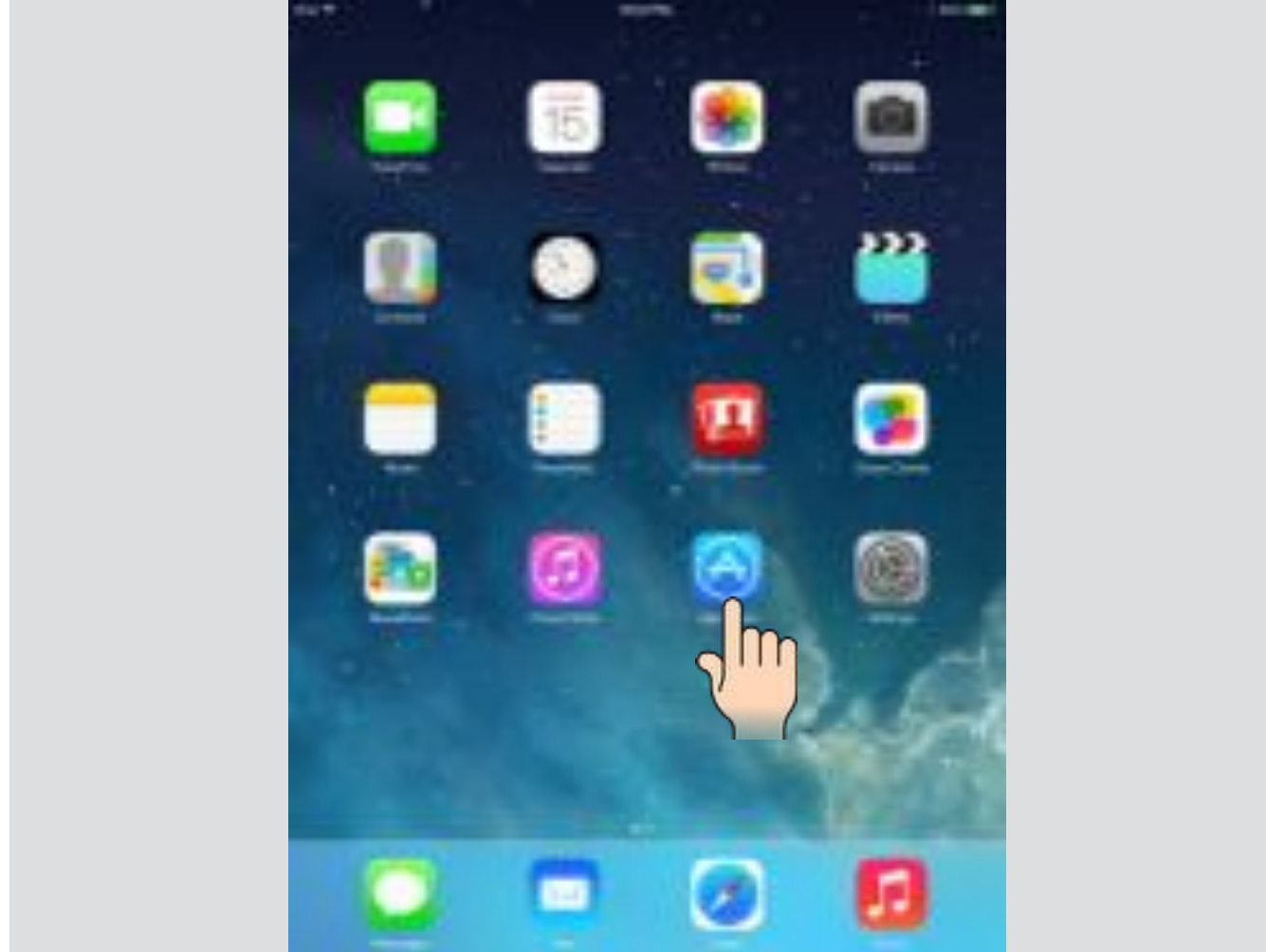


Press the Home button to return to the starting screen.

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5. Podcasts



Tap App Store.



Type podcasts in the search field and tap podcasts in the search results.



Tap the Free button next to Podcasts. Enter your password when prompted.



Tap Install.





Tap Open.



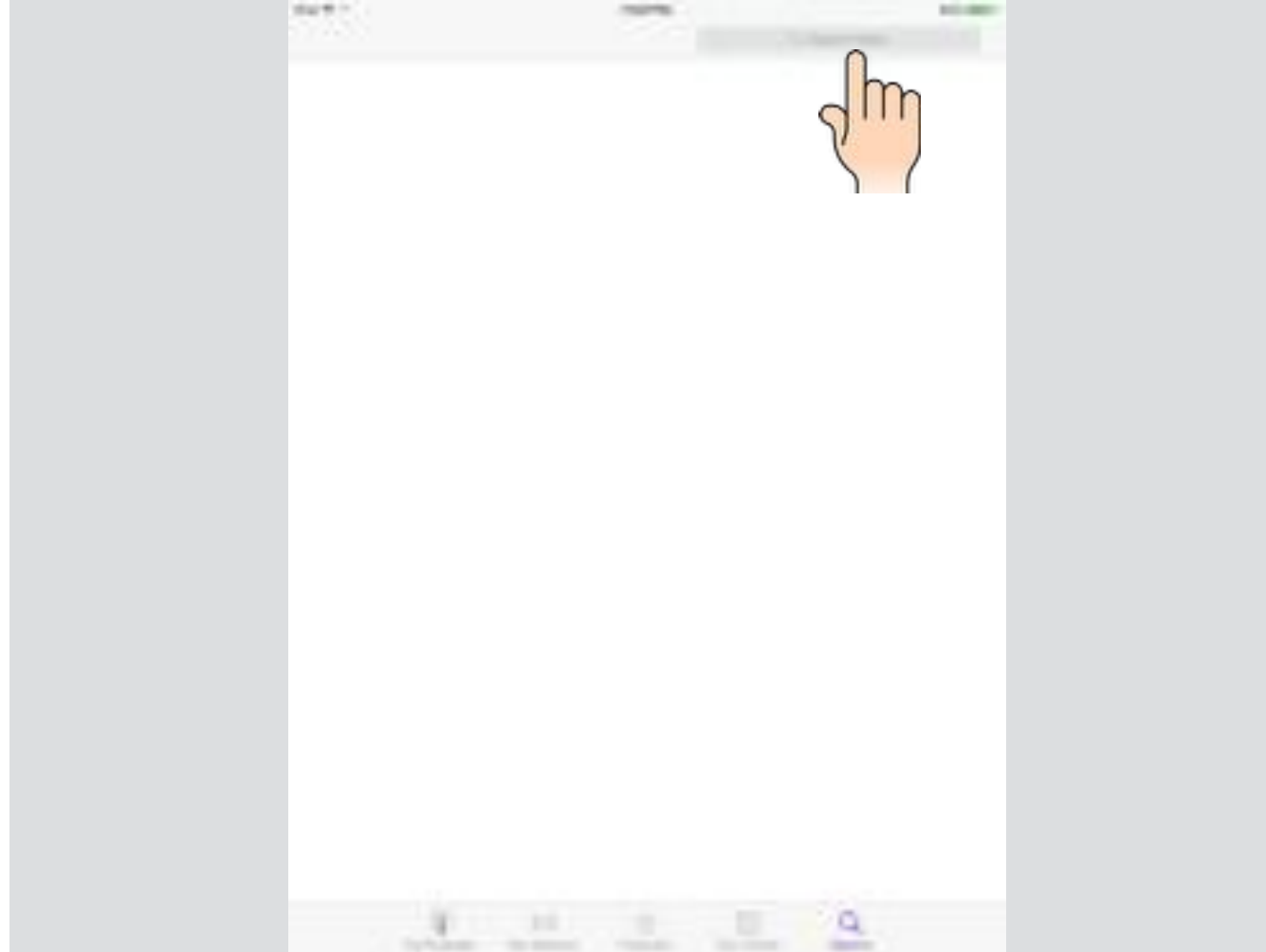
Tap Not Now.



Tap Don't Sync.



Tap Search.



Tap 'physics' in the Search field.



Tap Search.



Tap a podcast. You can swipe to the left and right to pick the one you want. I'll use 'Minute Physics' as an example.



Tap the arrow to download an episode.



The download begins. Tap My Podcasts.



Tap the podcast.



You can see the episode downloading.



After the download is complete, tap the podcast.



The Podcast plays. Tap the screen to show the playback controls.



Tap the screen again to hide the controls. Tap the Done button to return.



Tap Settings.



Turn Subscription on.



This will automatically download new episodes. Tap anywhere on the screen to dismiss the Settings window.



Tap anywhere on the screen background to see your podcasts again.

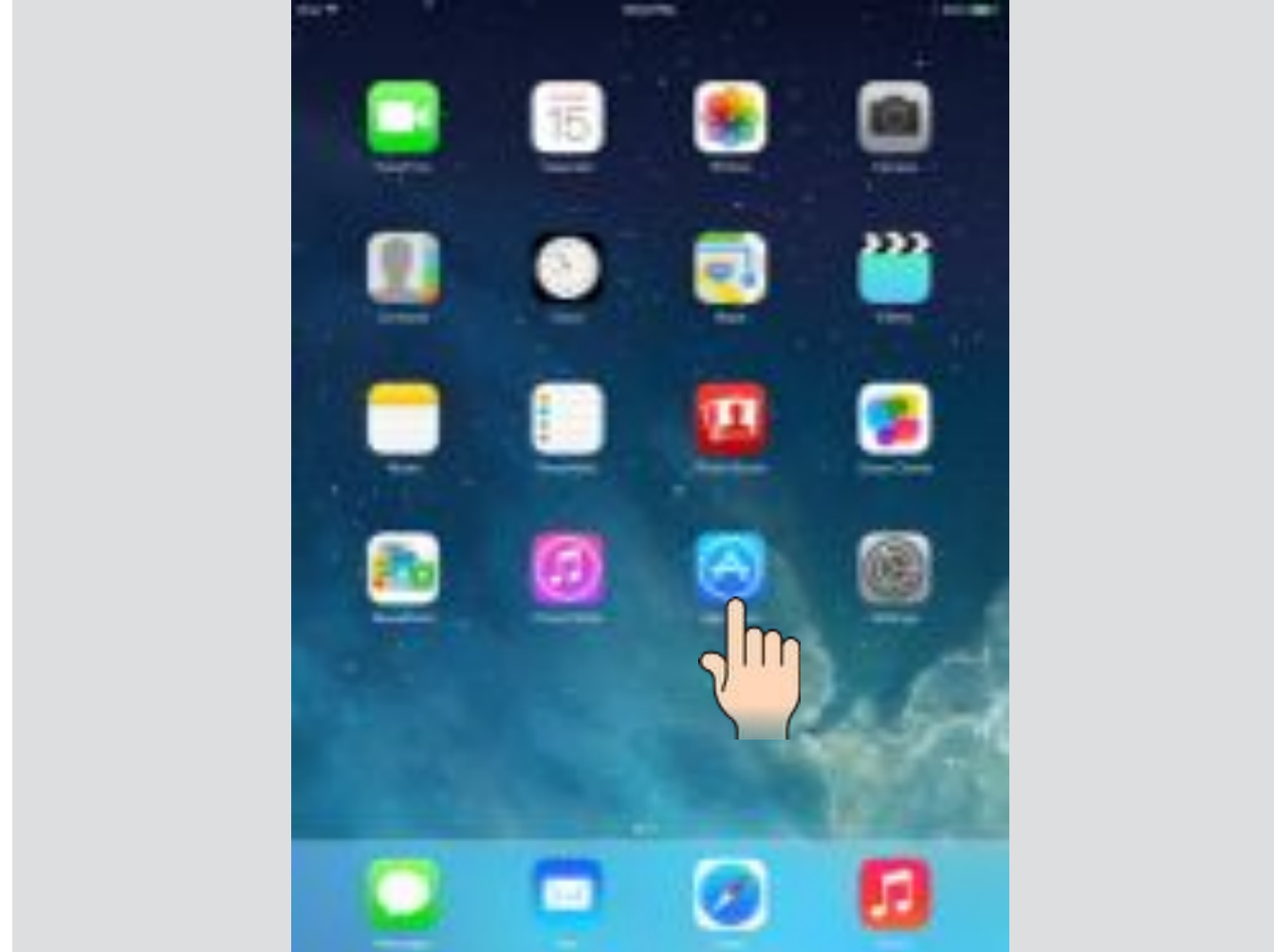


Press the Home button to return to the starting screen.

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- Web page: <http://www.apple.com/support>

6. iTunes U



Tap App Store.



Type 'itunes u' in the search field and choose iTunes U in the search results.



Tap the Free button next to iTunes U. Enter your password when prompted.



Tap Install.



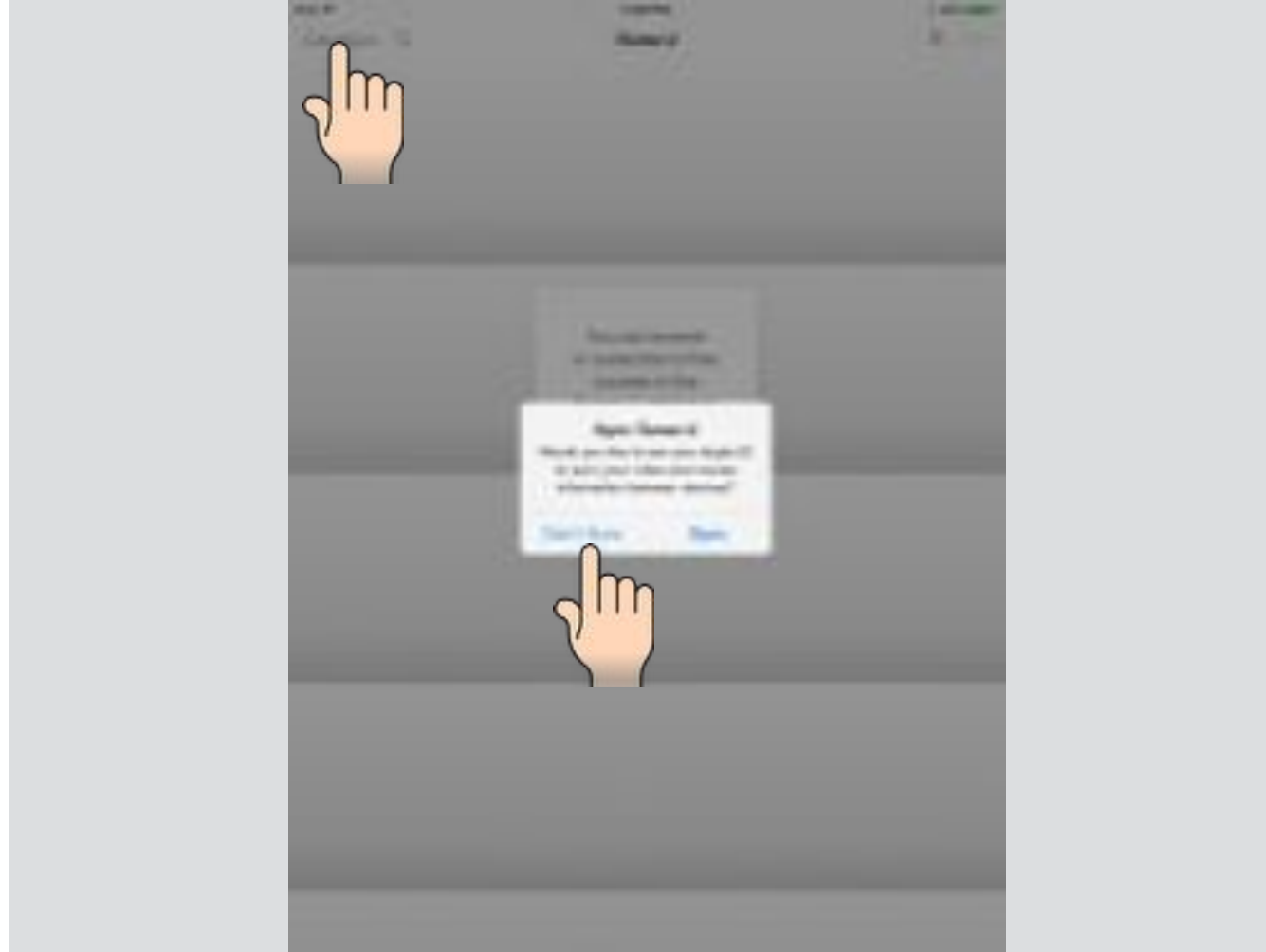
Wait for the app to finish downloading.



Tap Open.



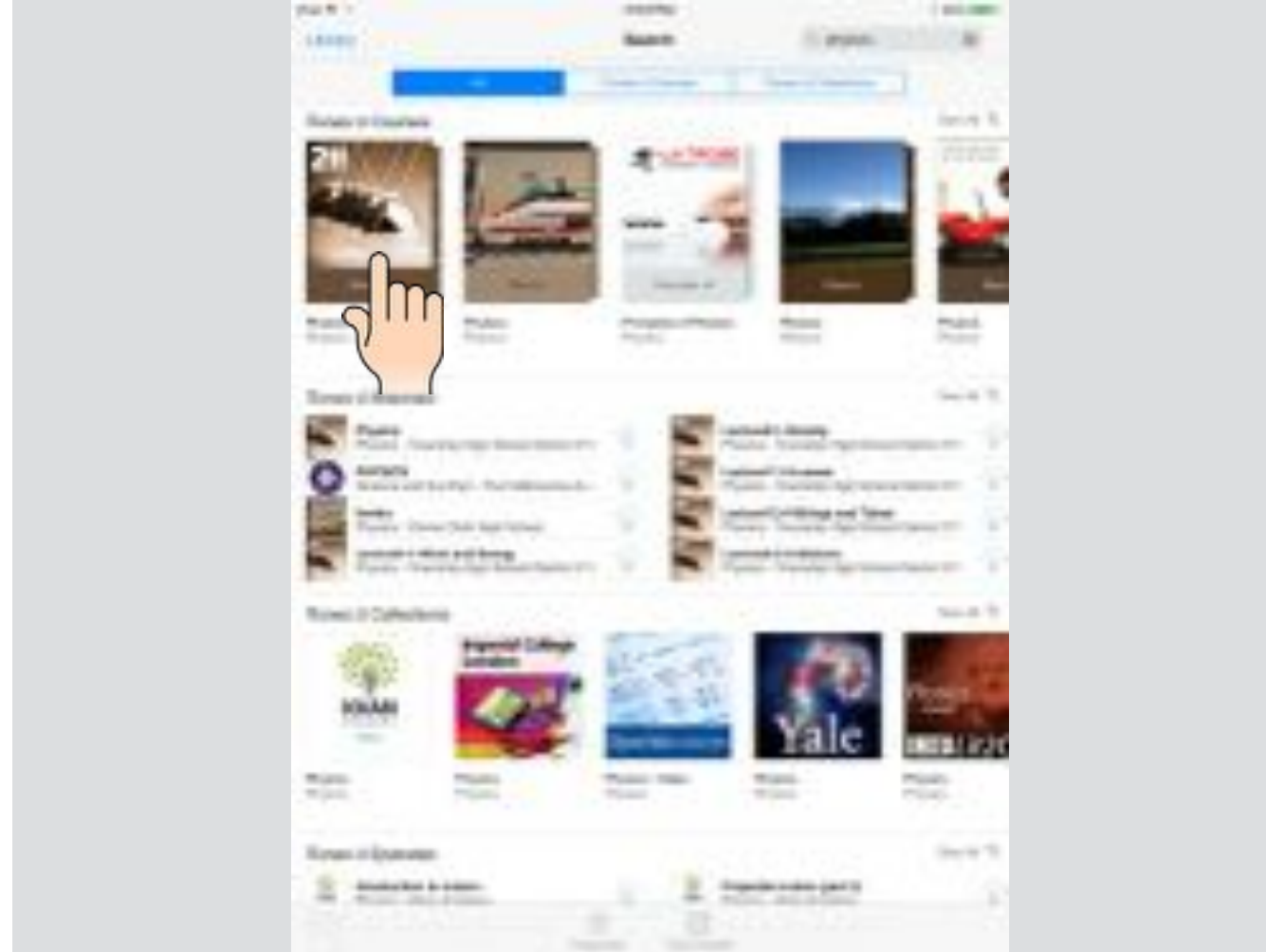
Tap OK.



Tap Don't Sync. Tap Catalogue on the top left.



Tap the search field and type 'physics'. Tap Search.



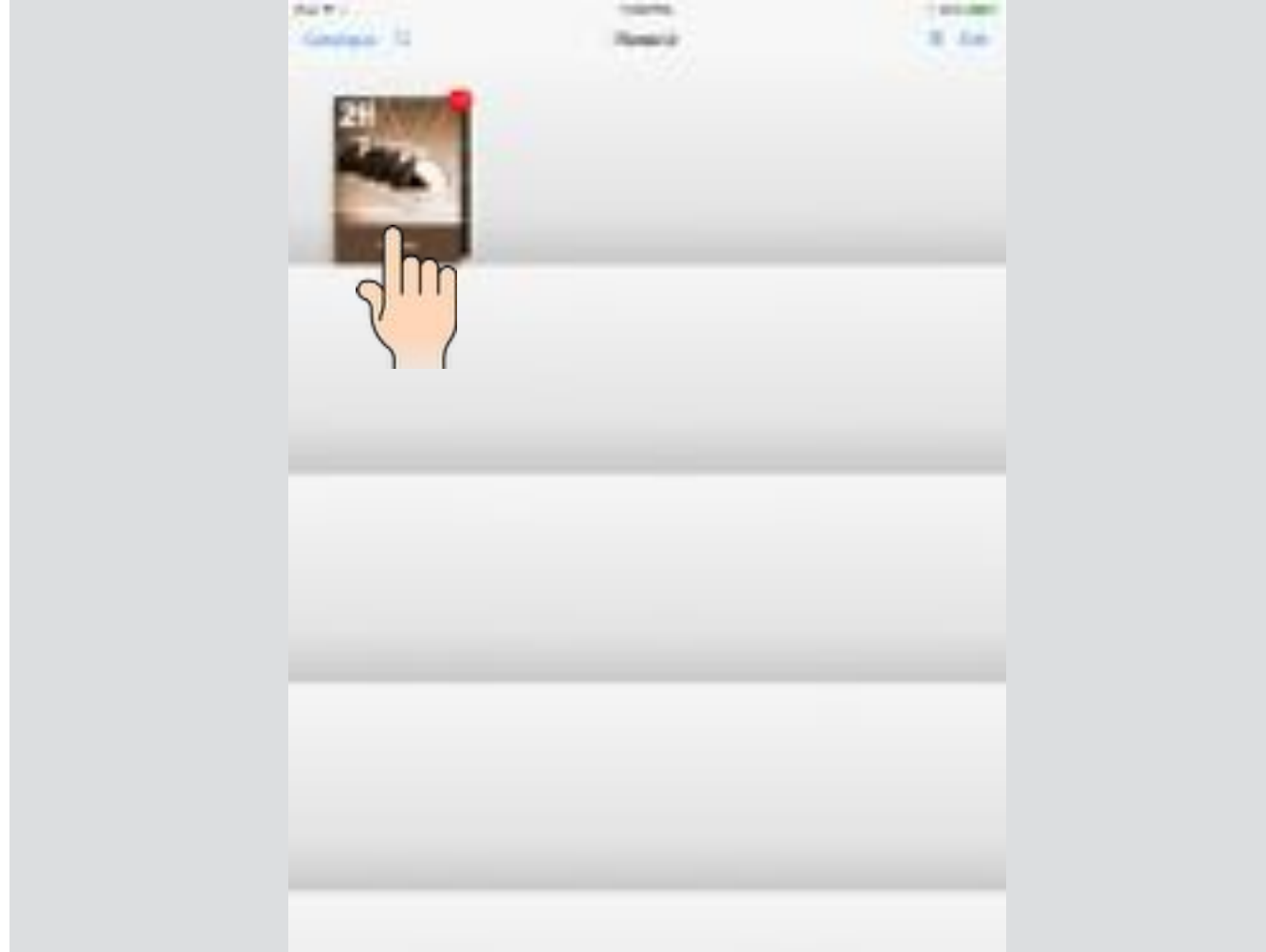
Choose an iTunes U course. You can swipe to see what courses are available. I'll use the Physics course on the left of the screen as an example.



Tap Subscribe.



Tap 'Get Course'.



The course will be downloaded into the Library. Tap the course.



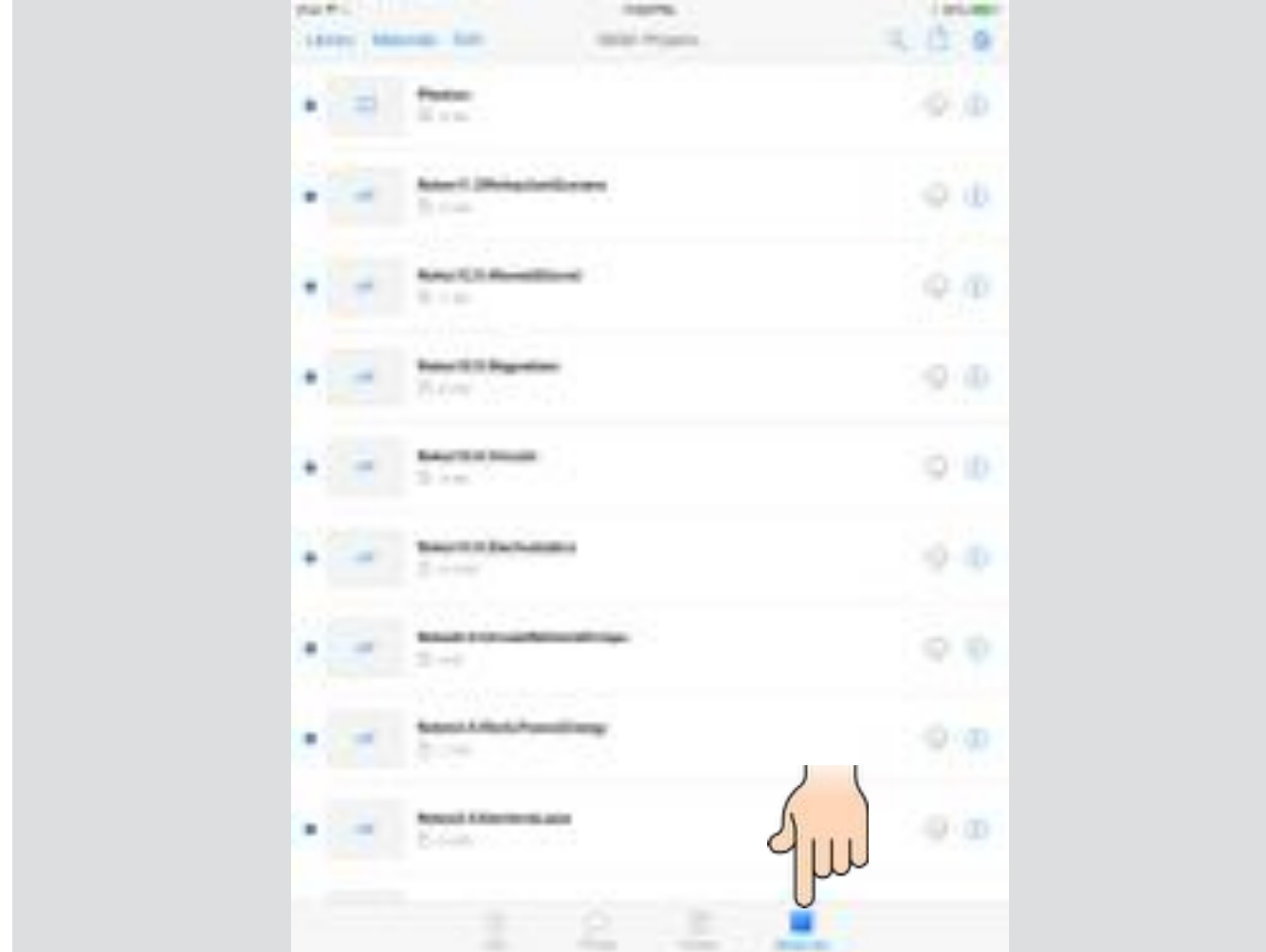
The Info tab has information on the course.



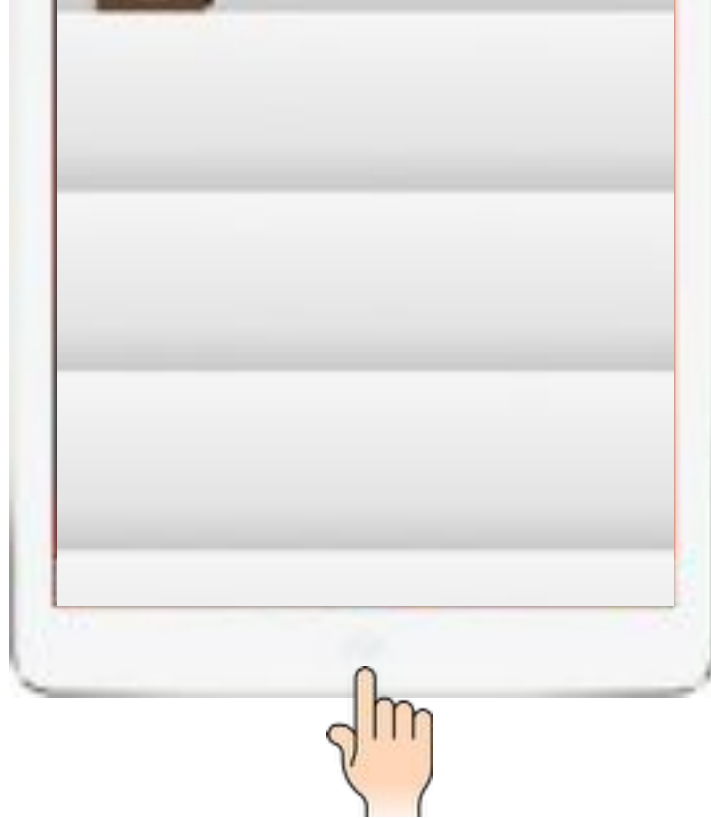
Posts shows the activities to be completed by the learner.



Notes allows you to keep notes about the course, audio video content, and books.



Materials has the course materials.



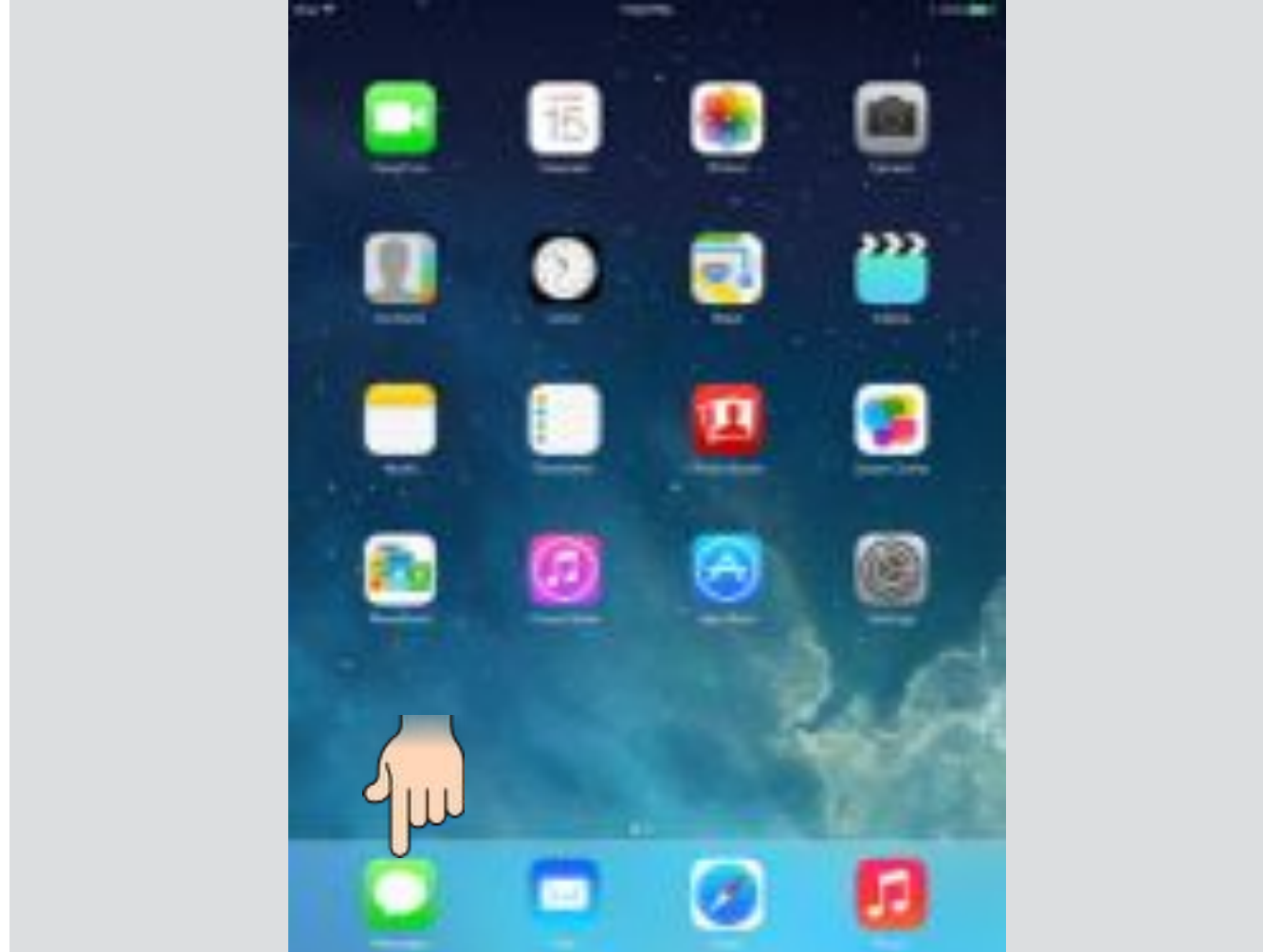
Press the Home button to return to the starting screen.

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7. Built-in Applications

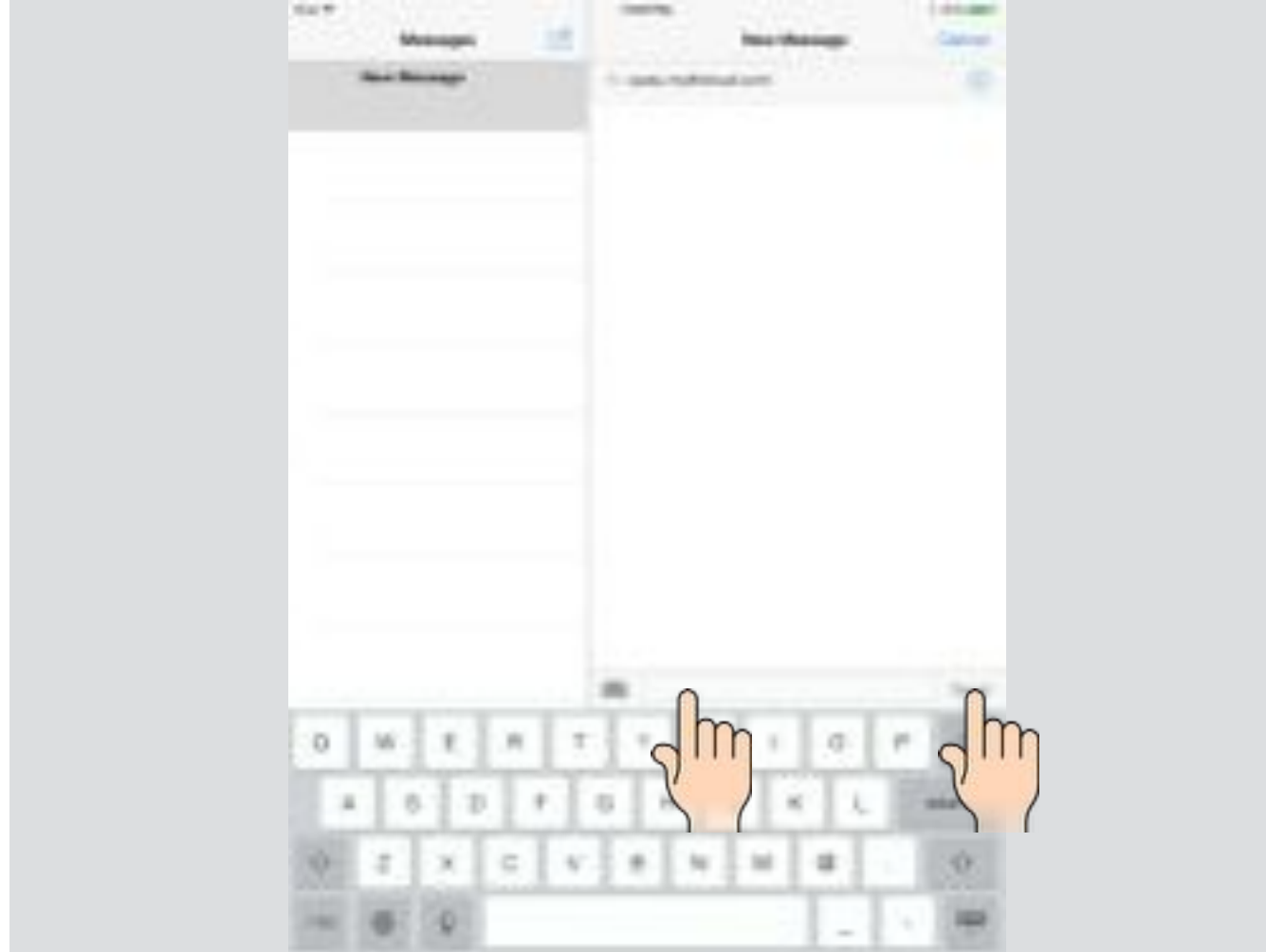
7.1 Messages



Tap Messages.



Tap the New Message button. Type the AppleID of another iPad user in the space provided.



Type a message that you want to send to the other person and tap Send when done.



The message will be sent to that user.

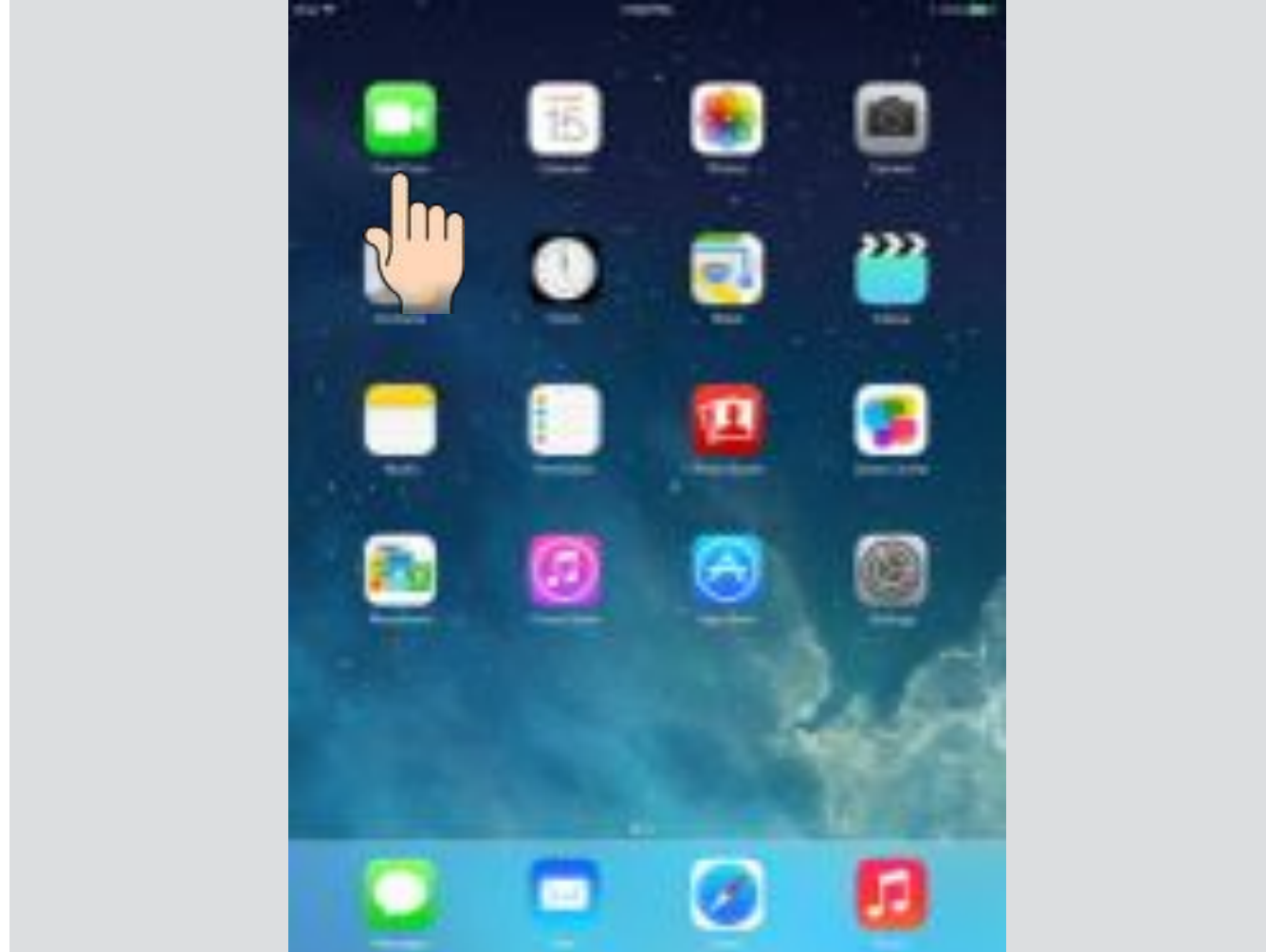


Here you can see that the other user has replied.



Press the Home button to return to the starting screen.

7.2 FaceTime



Tap FaceTime.



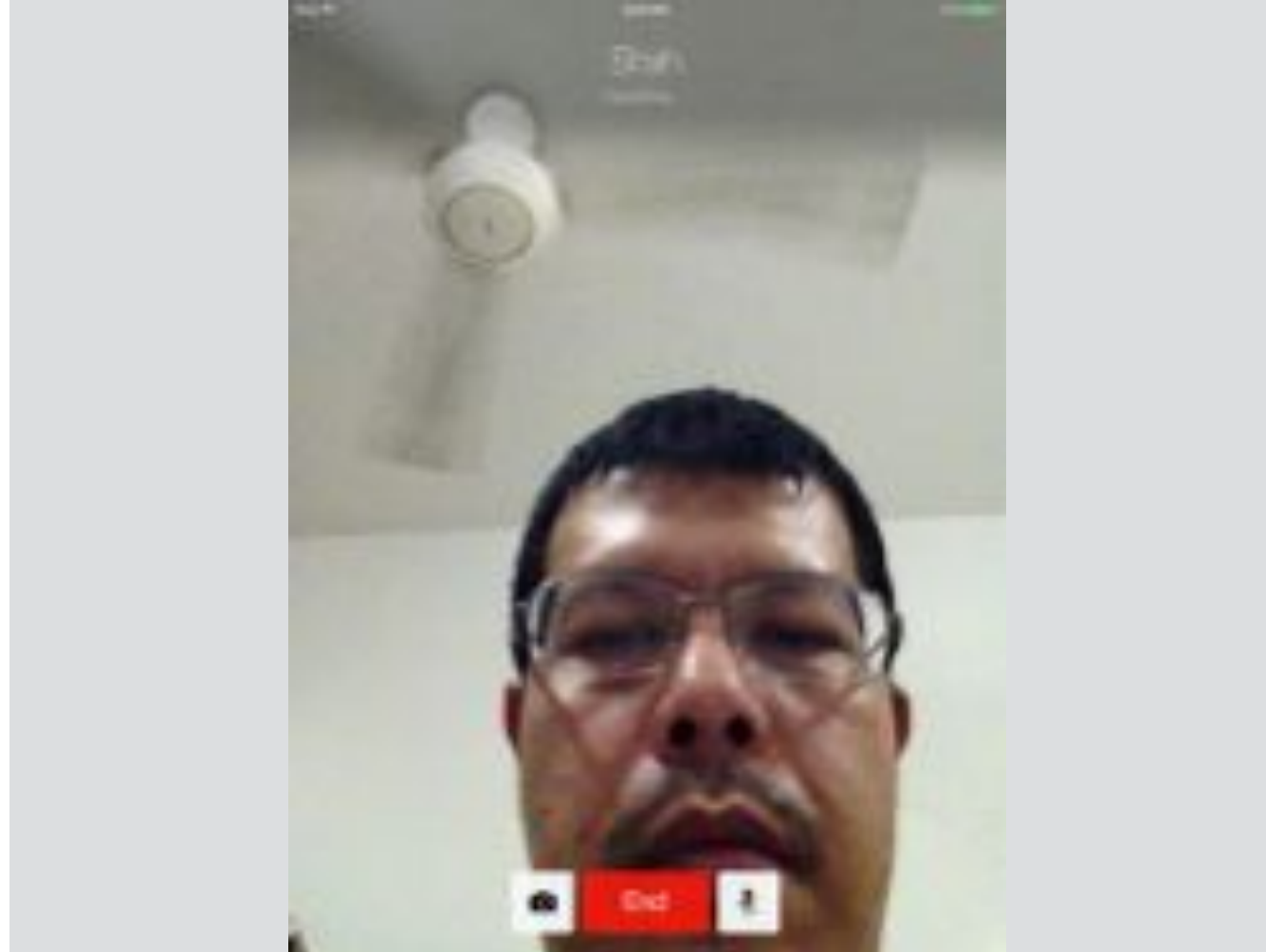
Tap the + button.



Type in the name and AppleID of another iPad user. Tap Done.



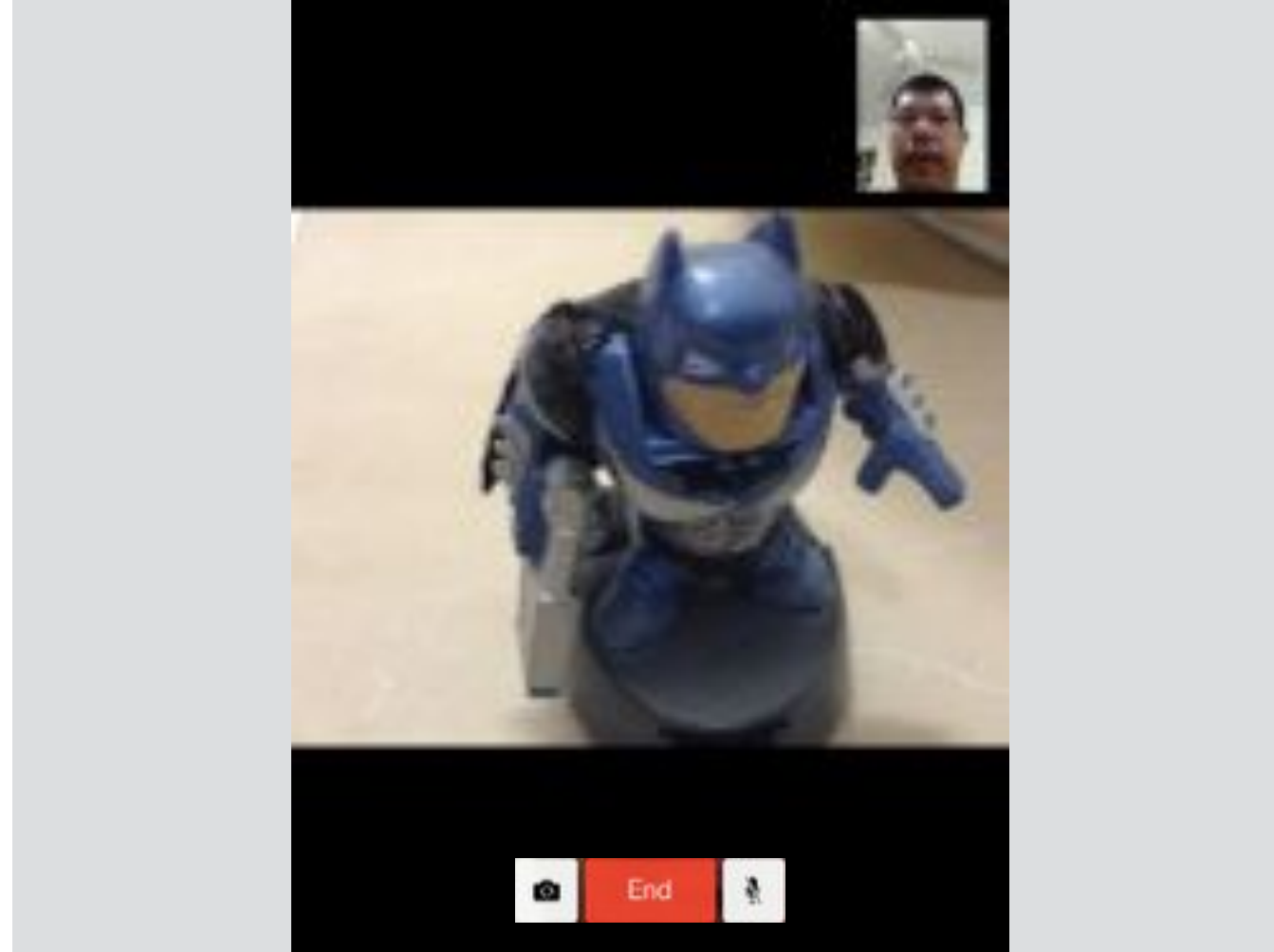
Tap the AppleID of the other user to initiate a video conference call.



Wait until the user picks up the call.



The video conference begins. Tap the screen to display the controls.

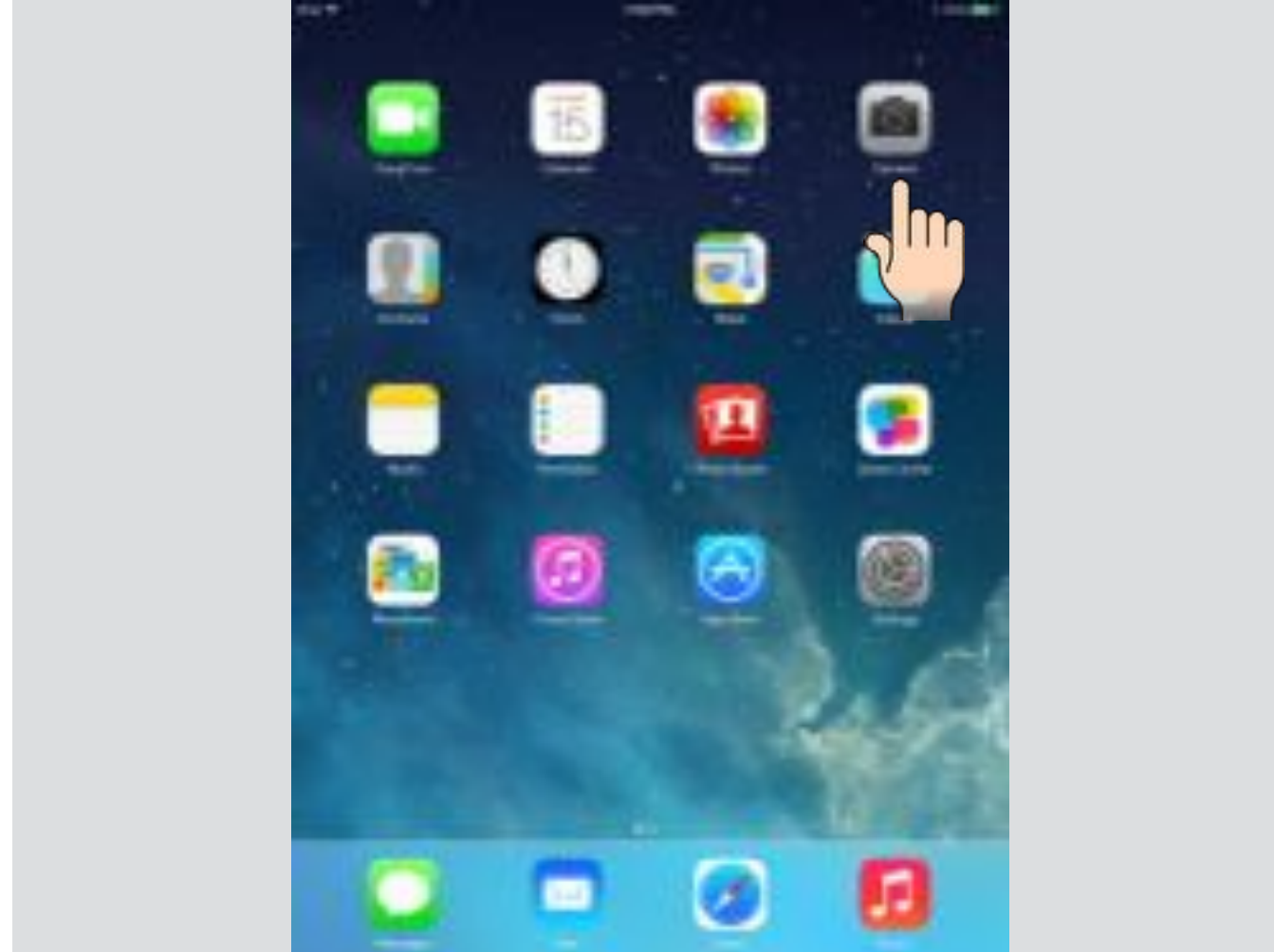


Tap End when done.

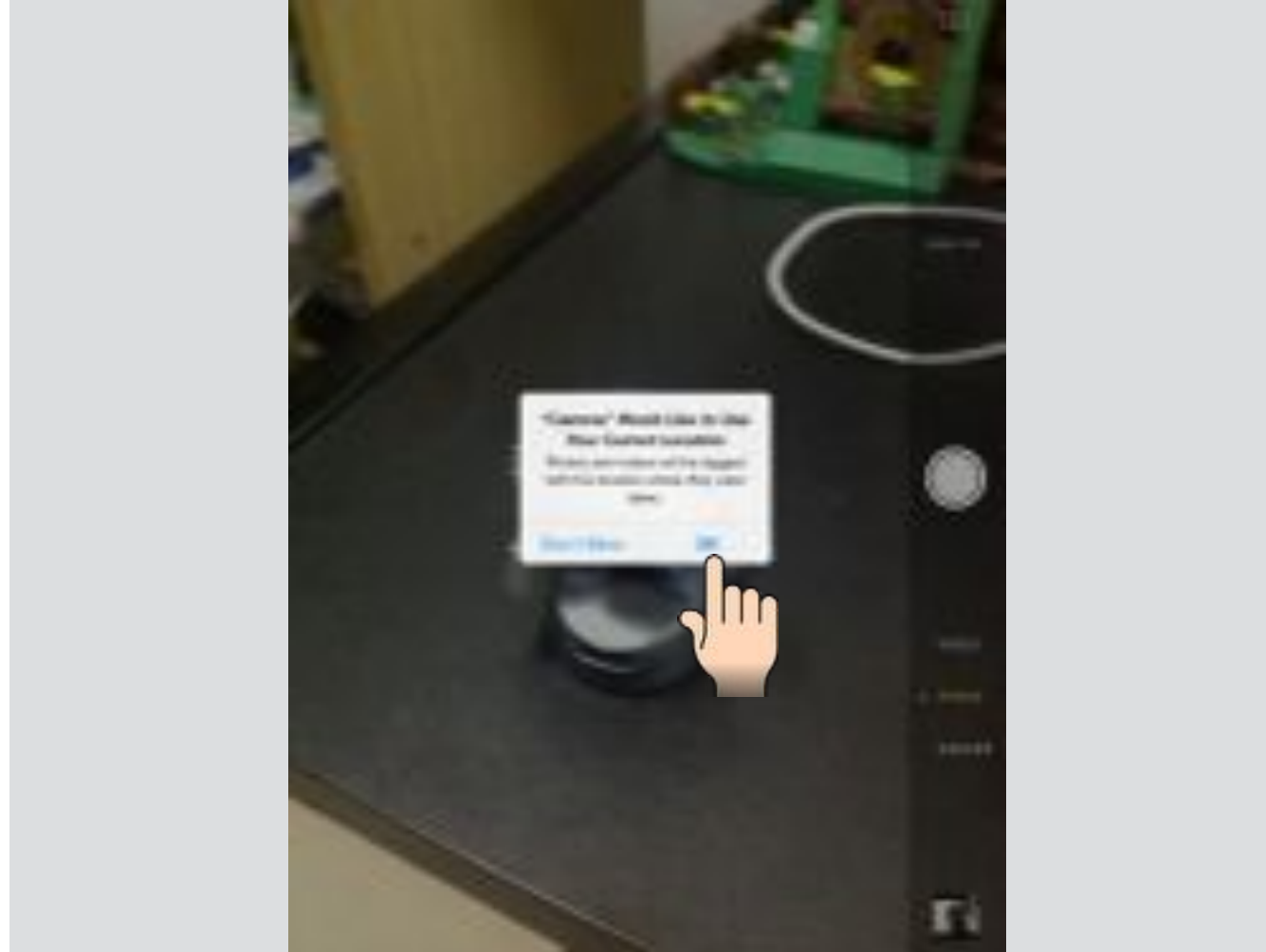


Press the Home button to return to the starting screen.

7.3 Camera



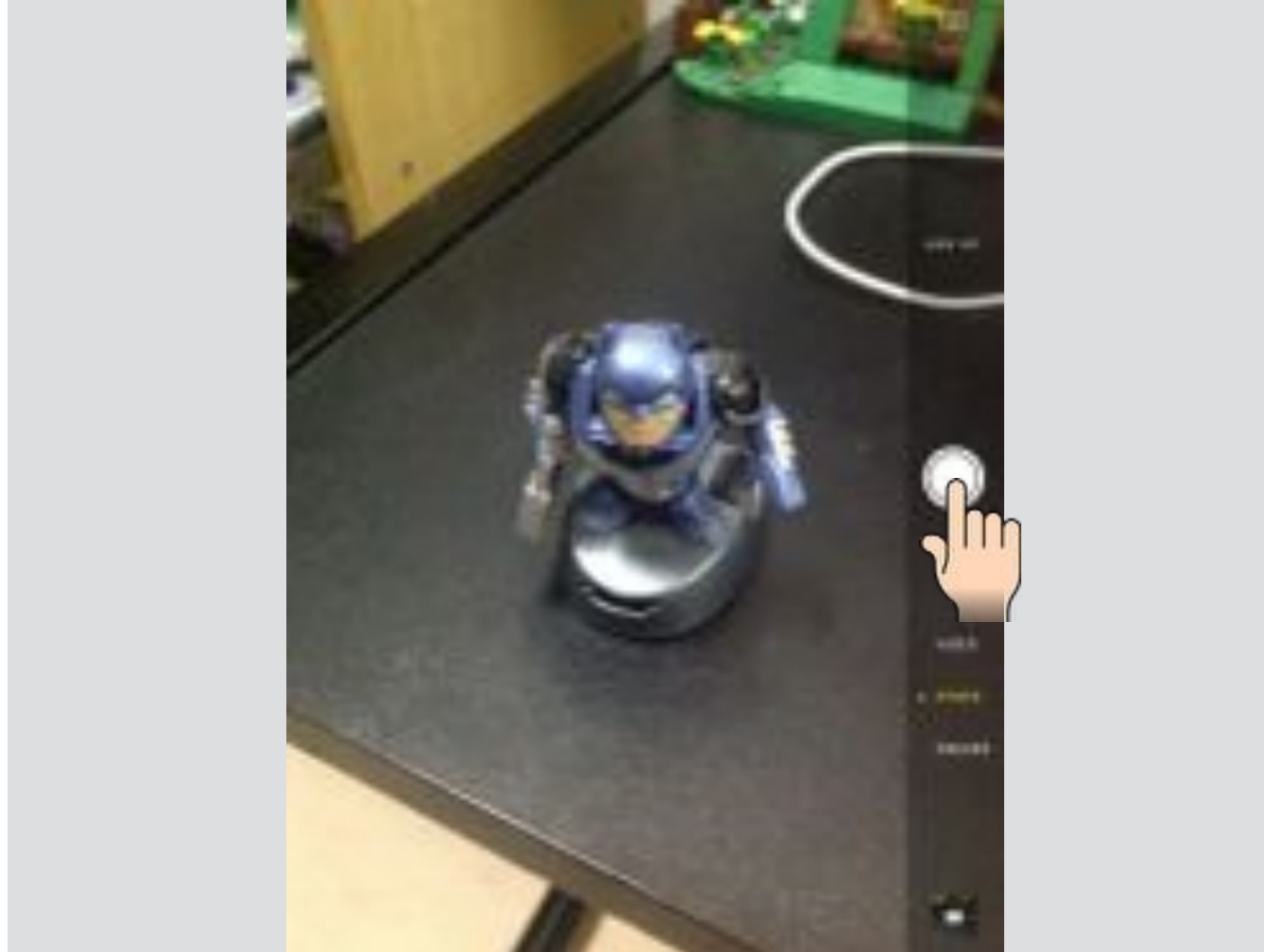
Tap Camera.



Tap OK.



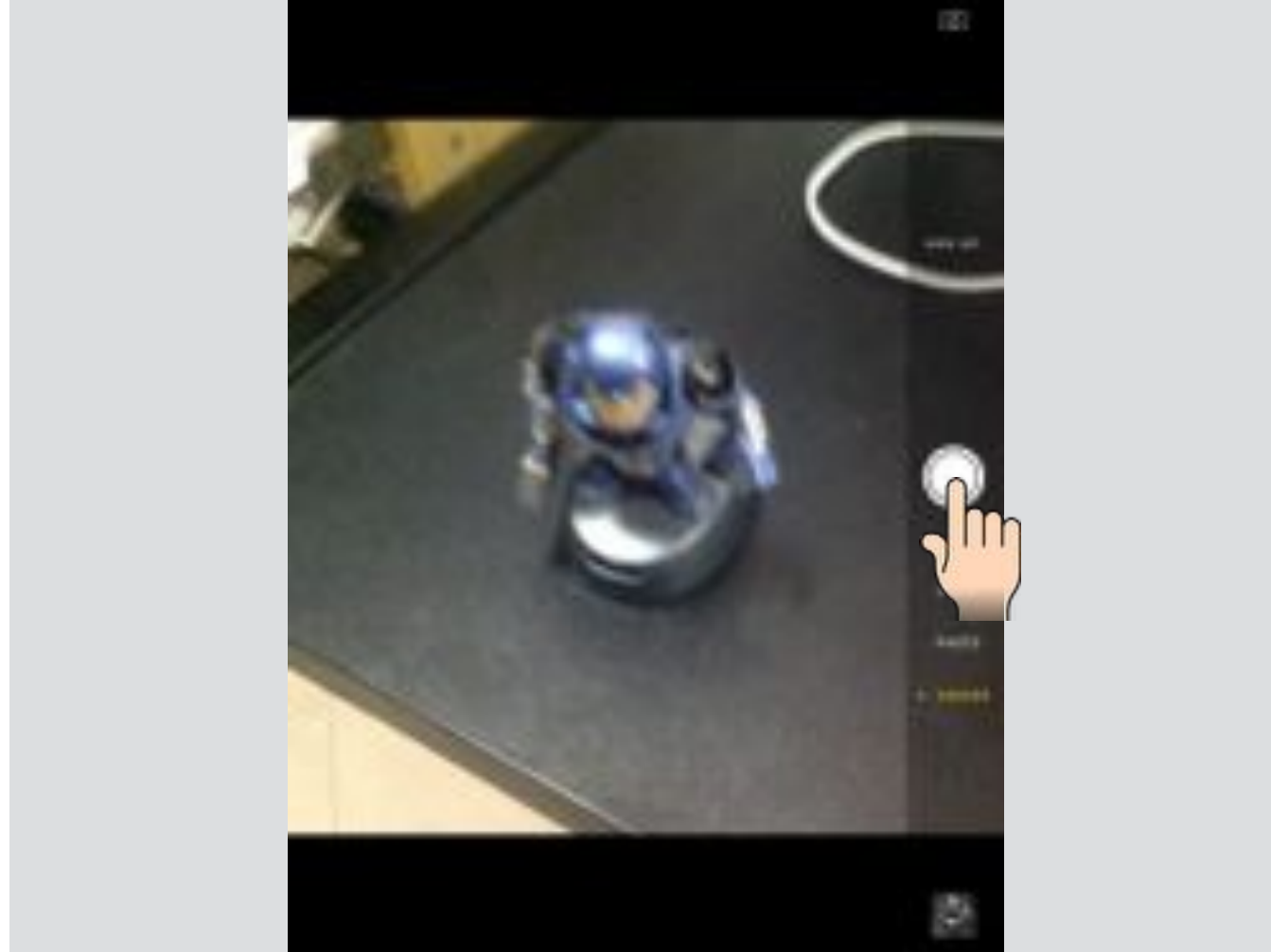
Tap the switch button to toggle between the front and back cameras.



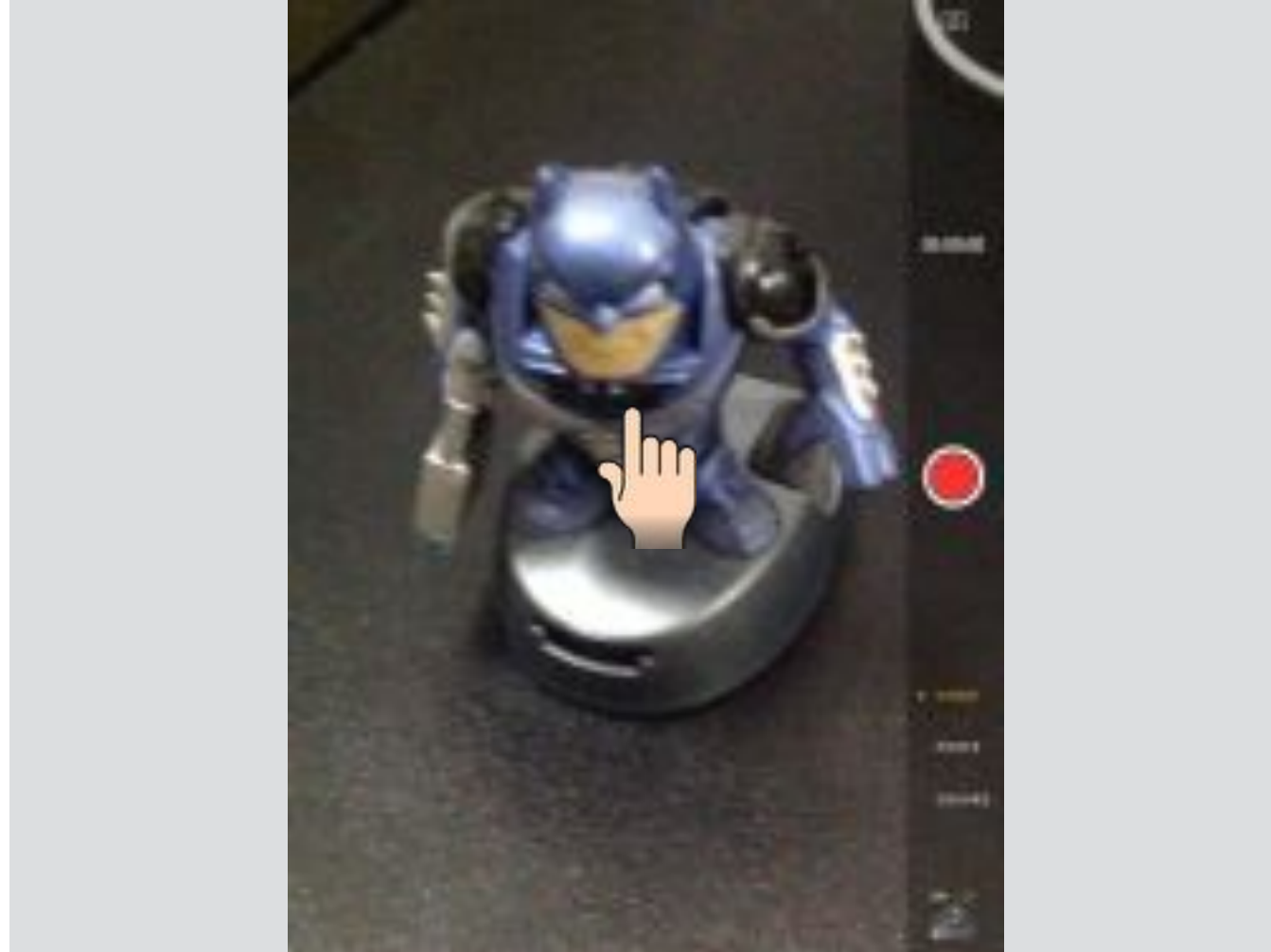
Tap the Camera button to take pictures.



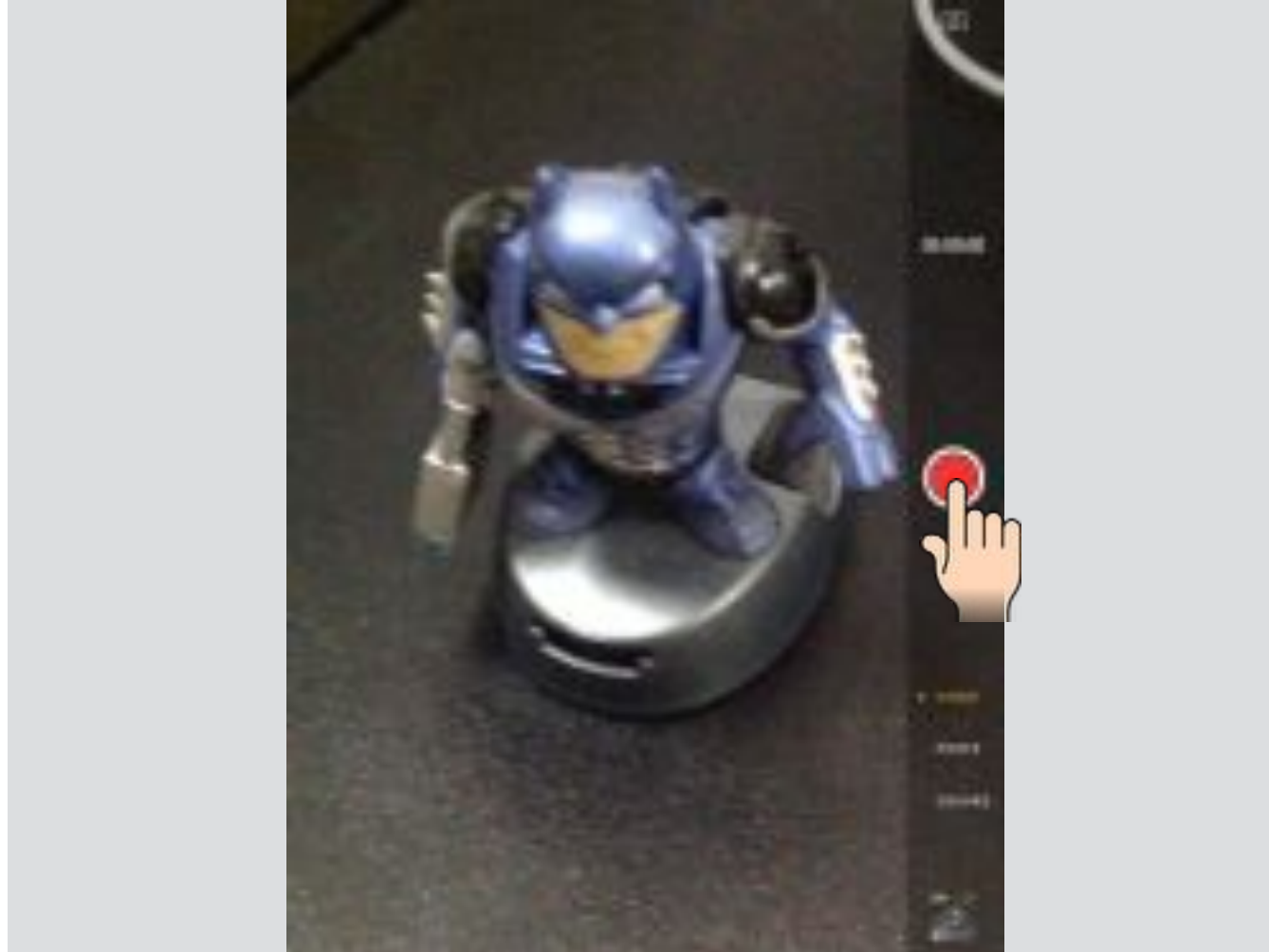
Swipe upwards to prepare the iPad to take square pictures.



Tap the Camera button to take a picture.



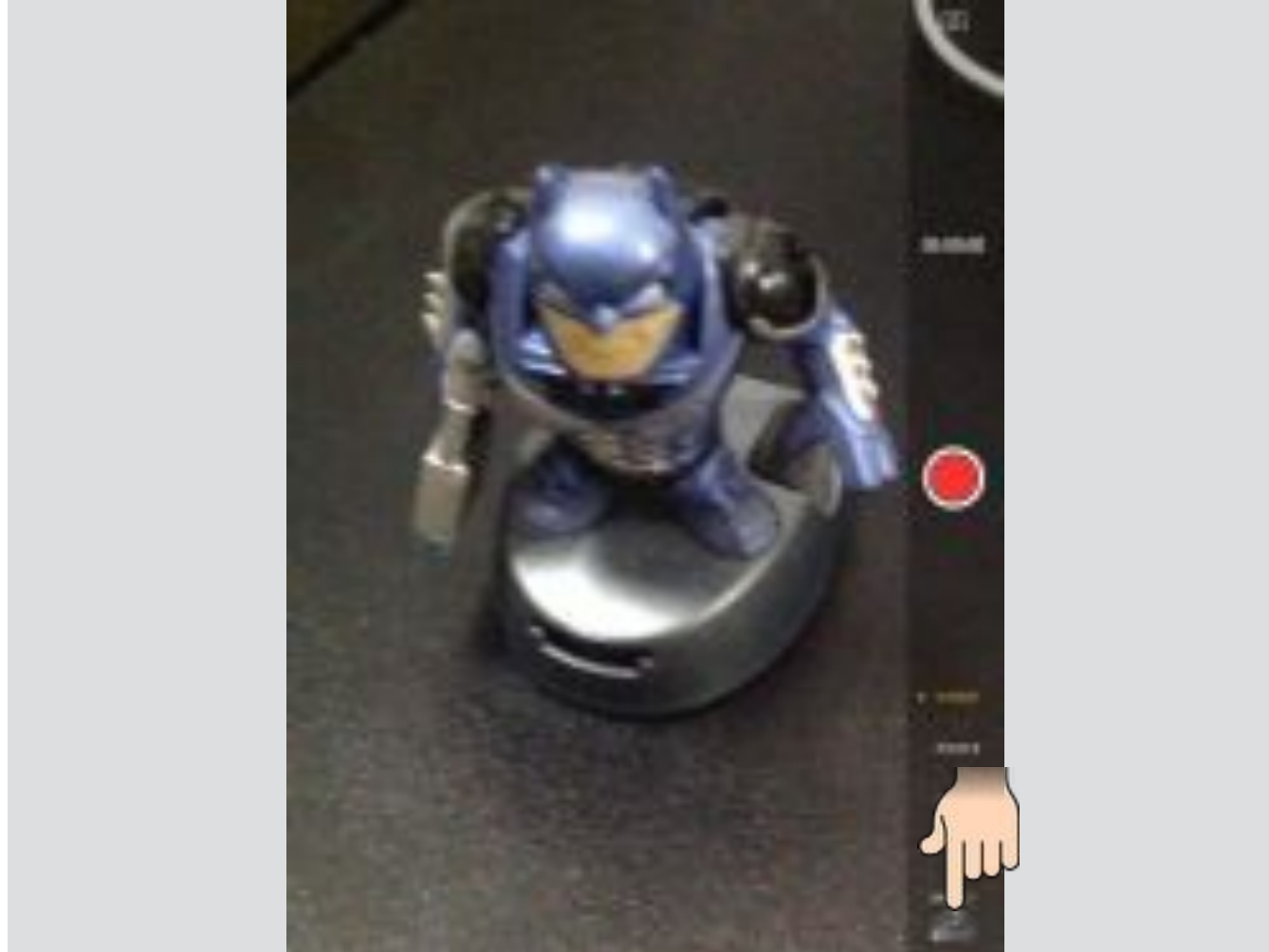
Swipe downwards to prepare the iPad for video recording.



Tap the record button.



Note a timer will appear to show the duration of the recorded video. Tap the record button again to stop.



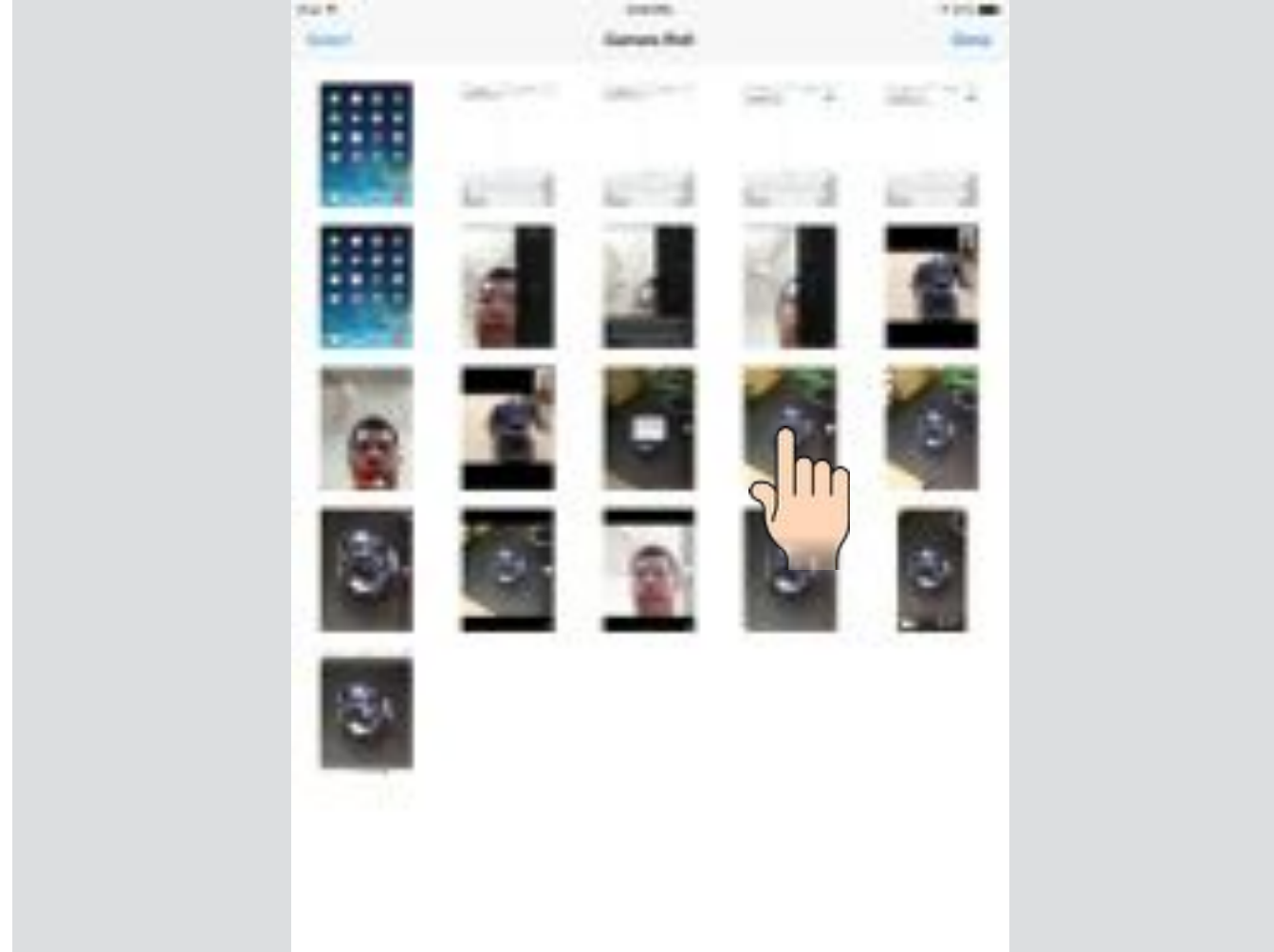
Tap the Camera Roll button.



The video that you just took appears. Tap play to view it.



The video that you just took appears. Tap play to view it. Tap Camera Roll to see all the photos and videos that you have taken.



Tap any picture to see it.



Tap anywhere on the screen to show the menu.



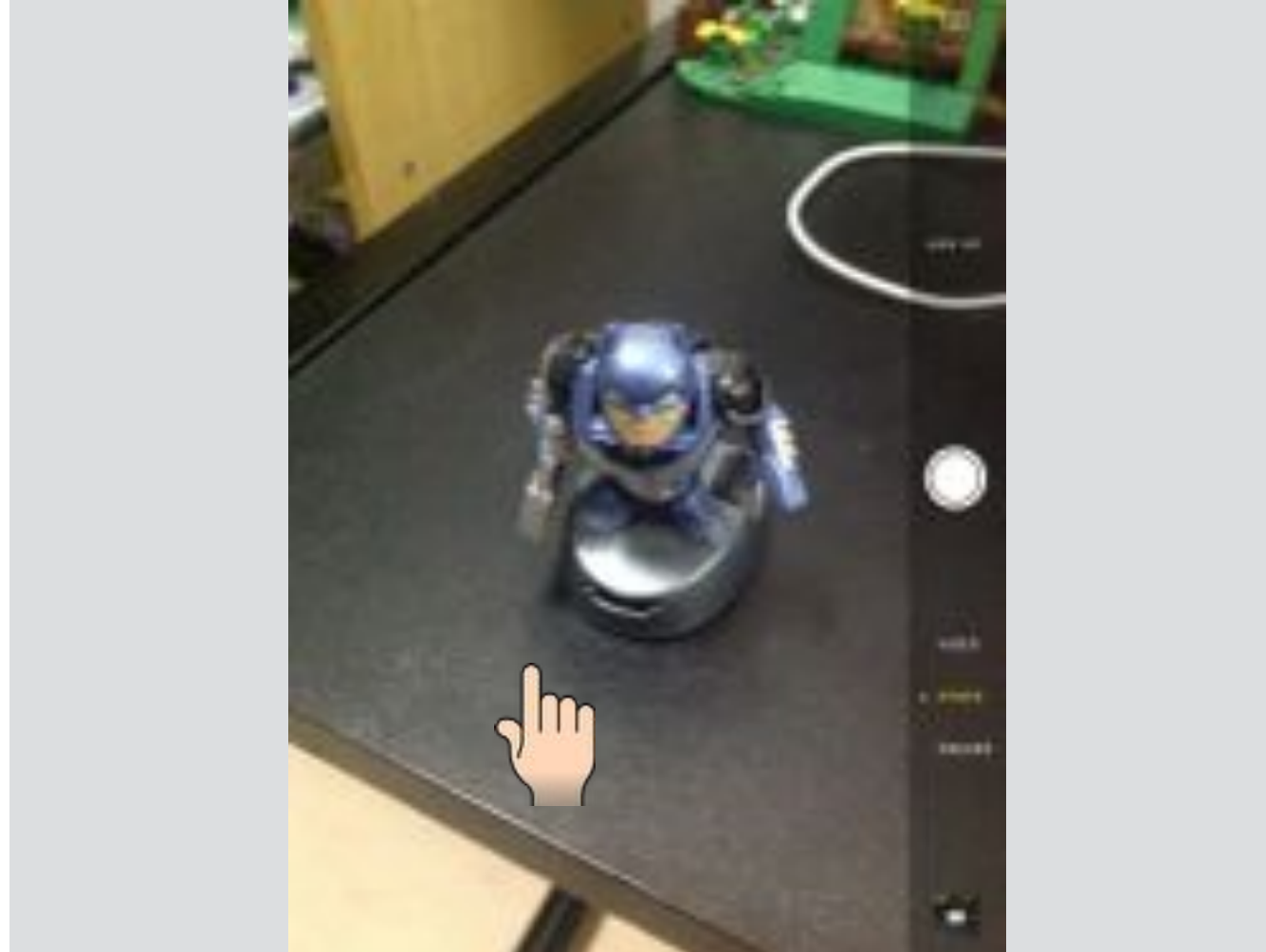
Tap the Share button.



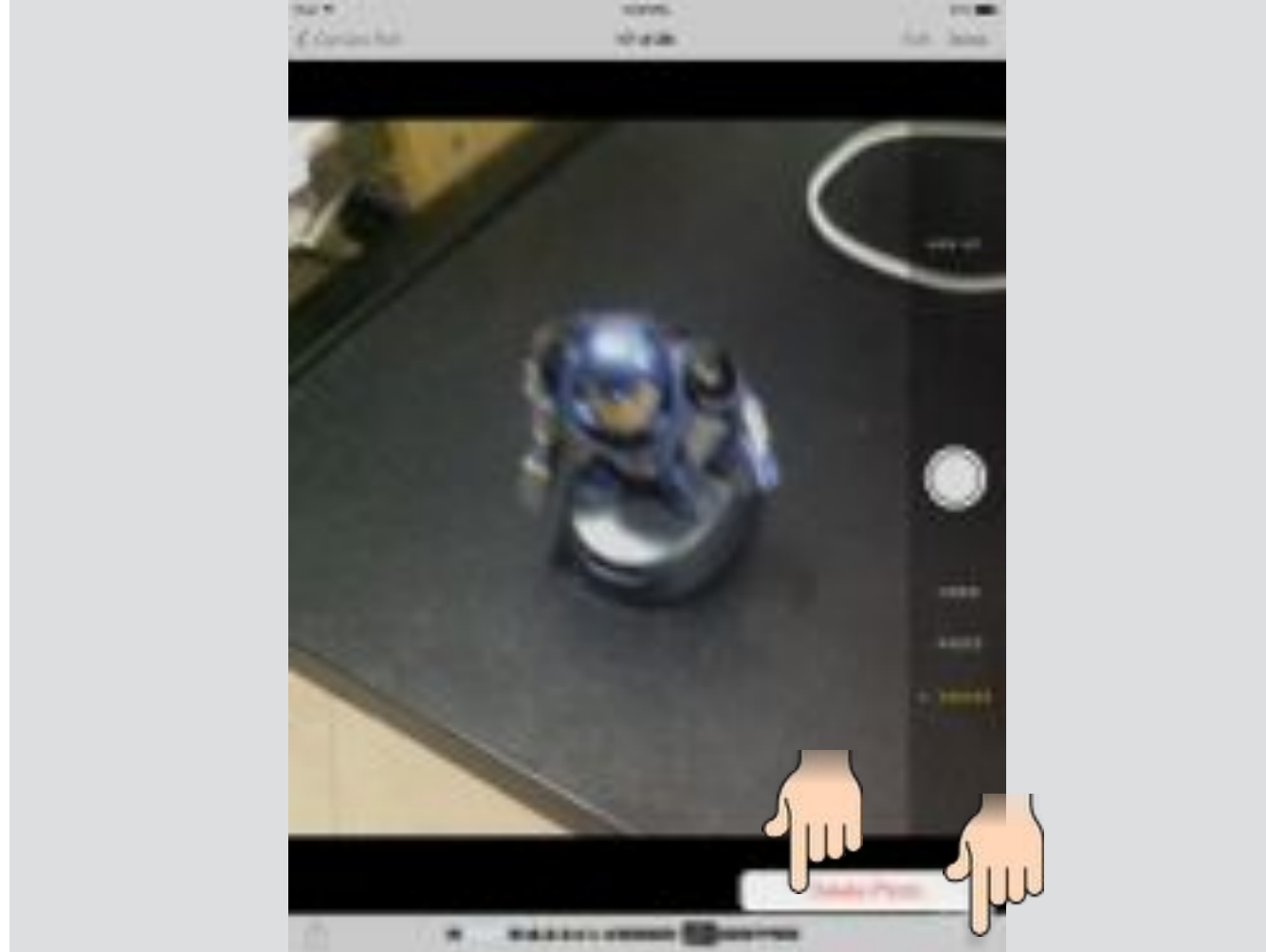
Here are the various sharing options. Tap Slideshow.



Tap 'Start Slideshow' to begin.



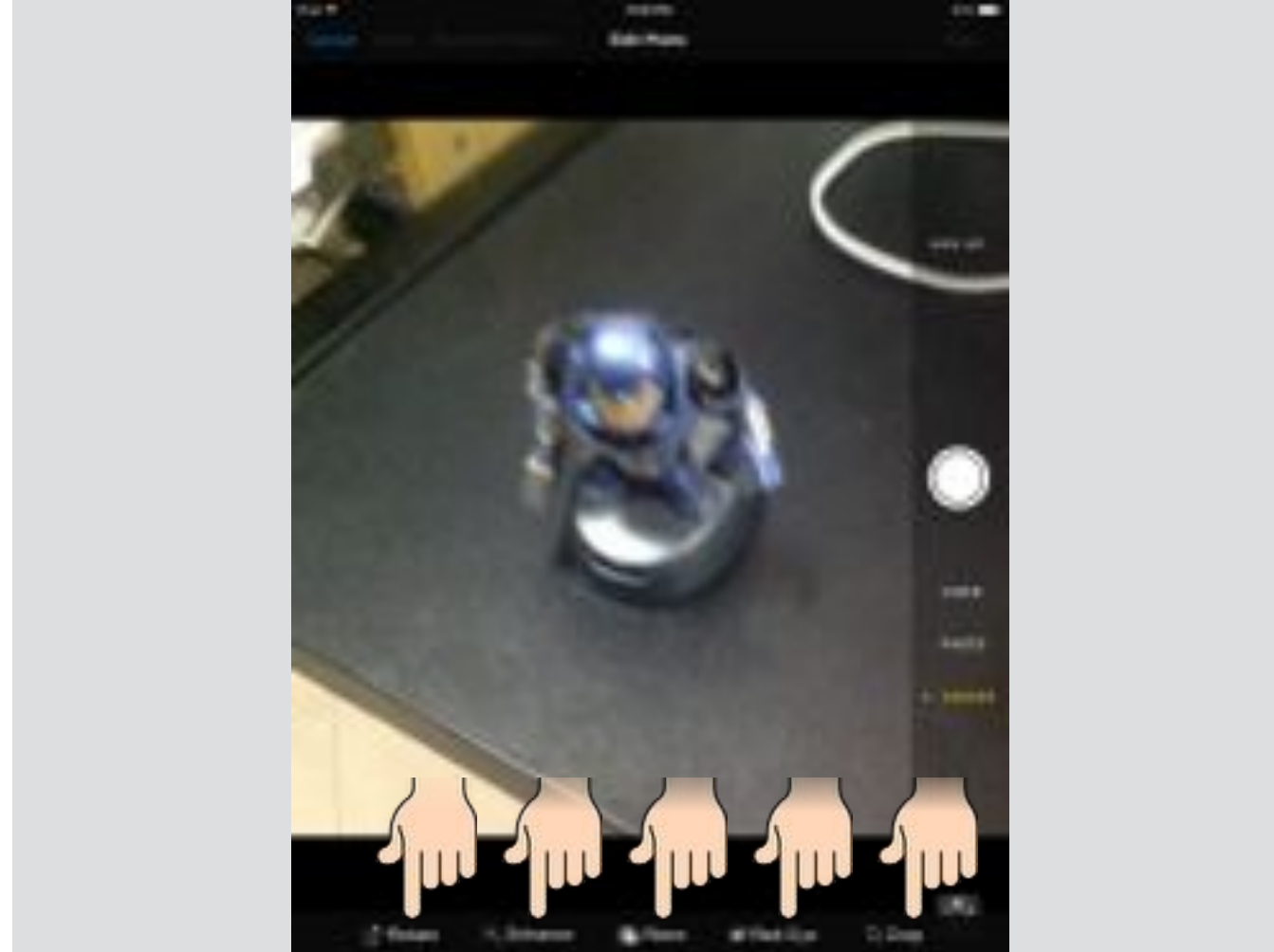
Tap the screen again to end the slideshow and display the menu bar.



Tap the Trash Can and tap Delete Photo to delete a photo.



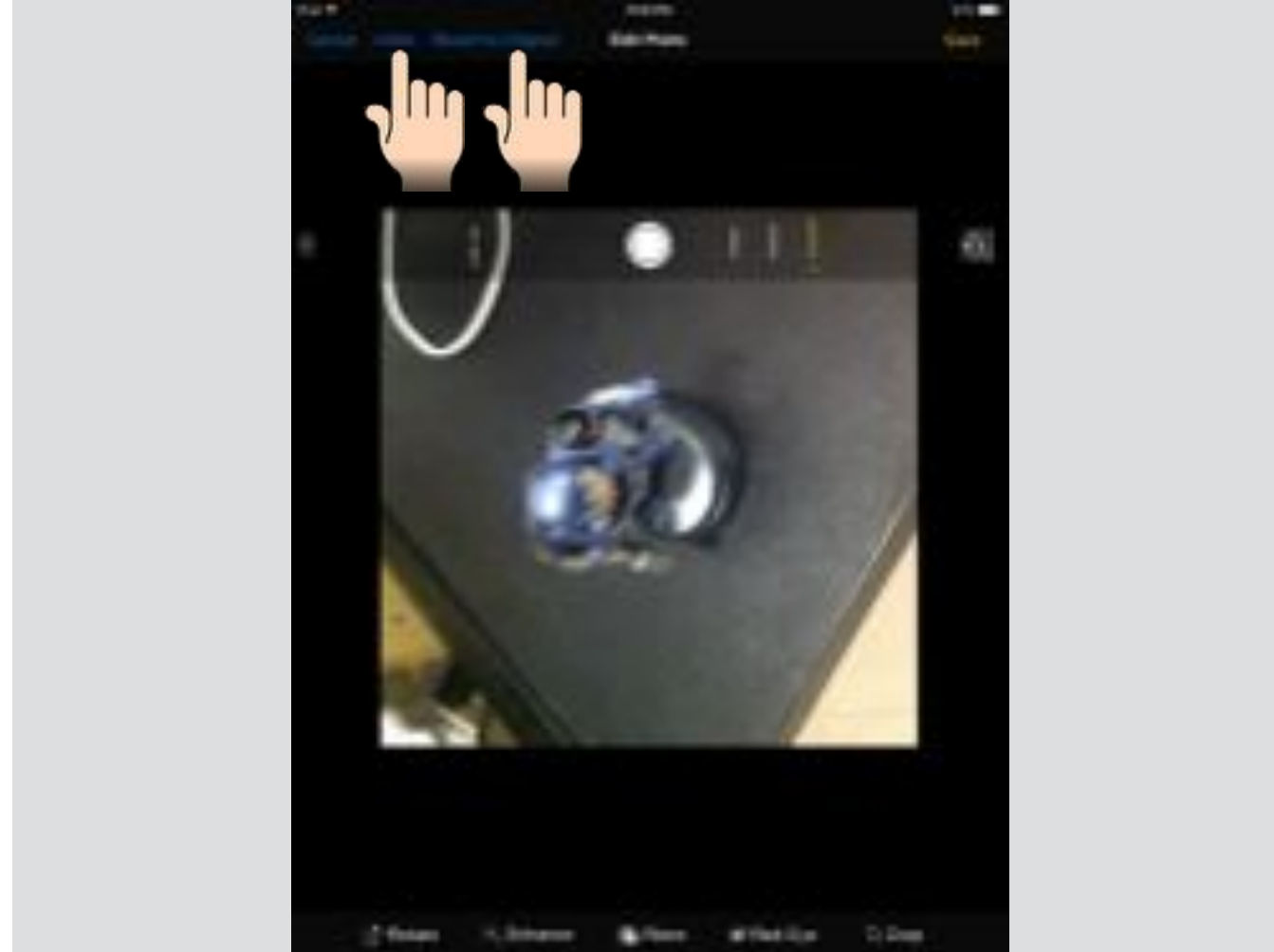
Tap the Edit button.



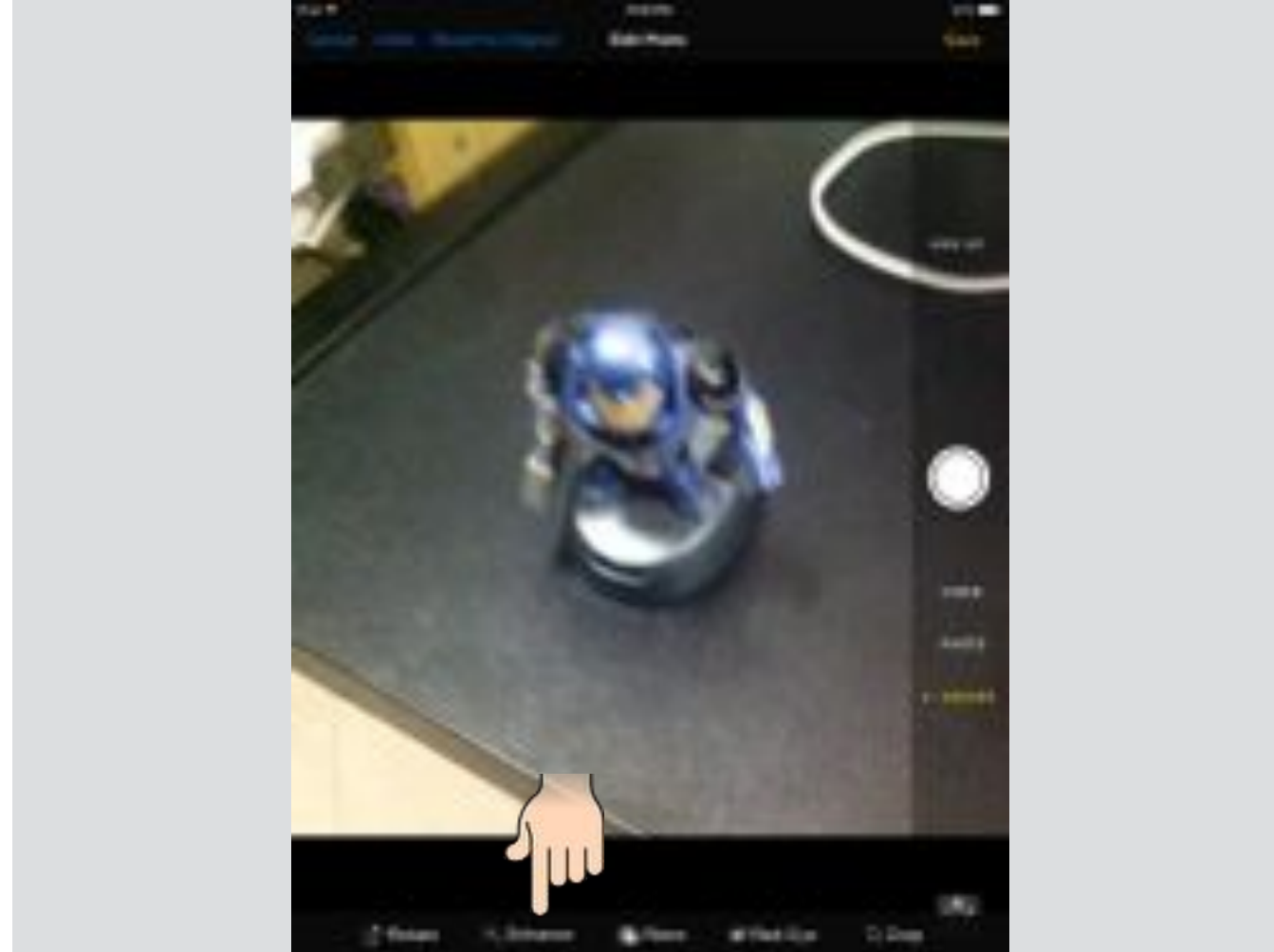
Here you can rotate, enhance, apply a filter, fix red-eye and crop a photo.



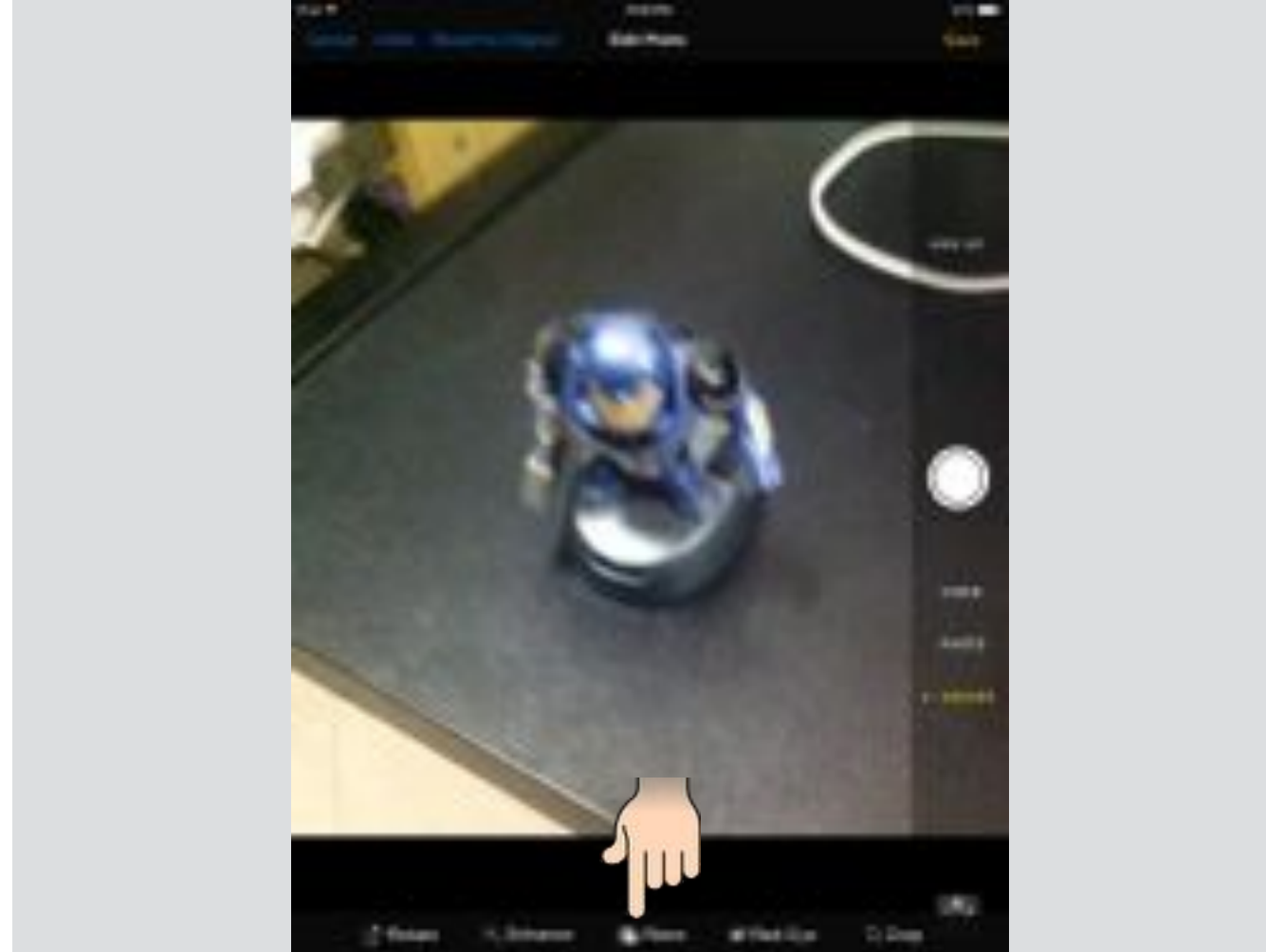
Tap Rotate.



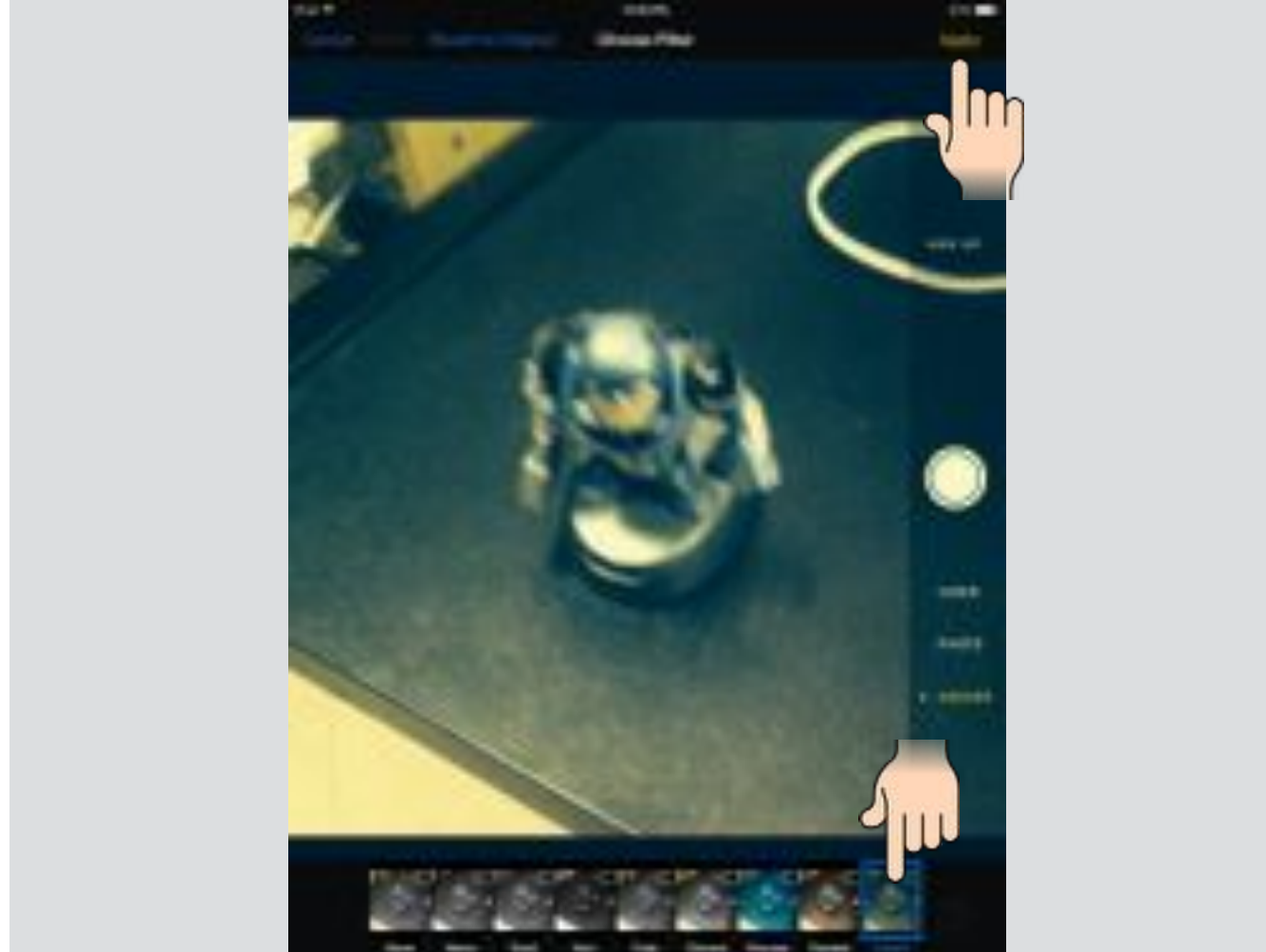
Tap Undo to undo the last change you made. Tap Revert to Original to remove all edits.



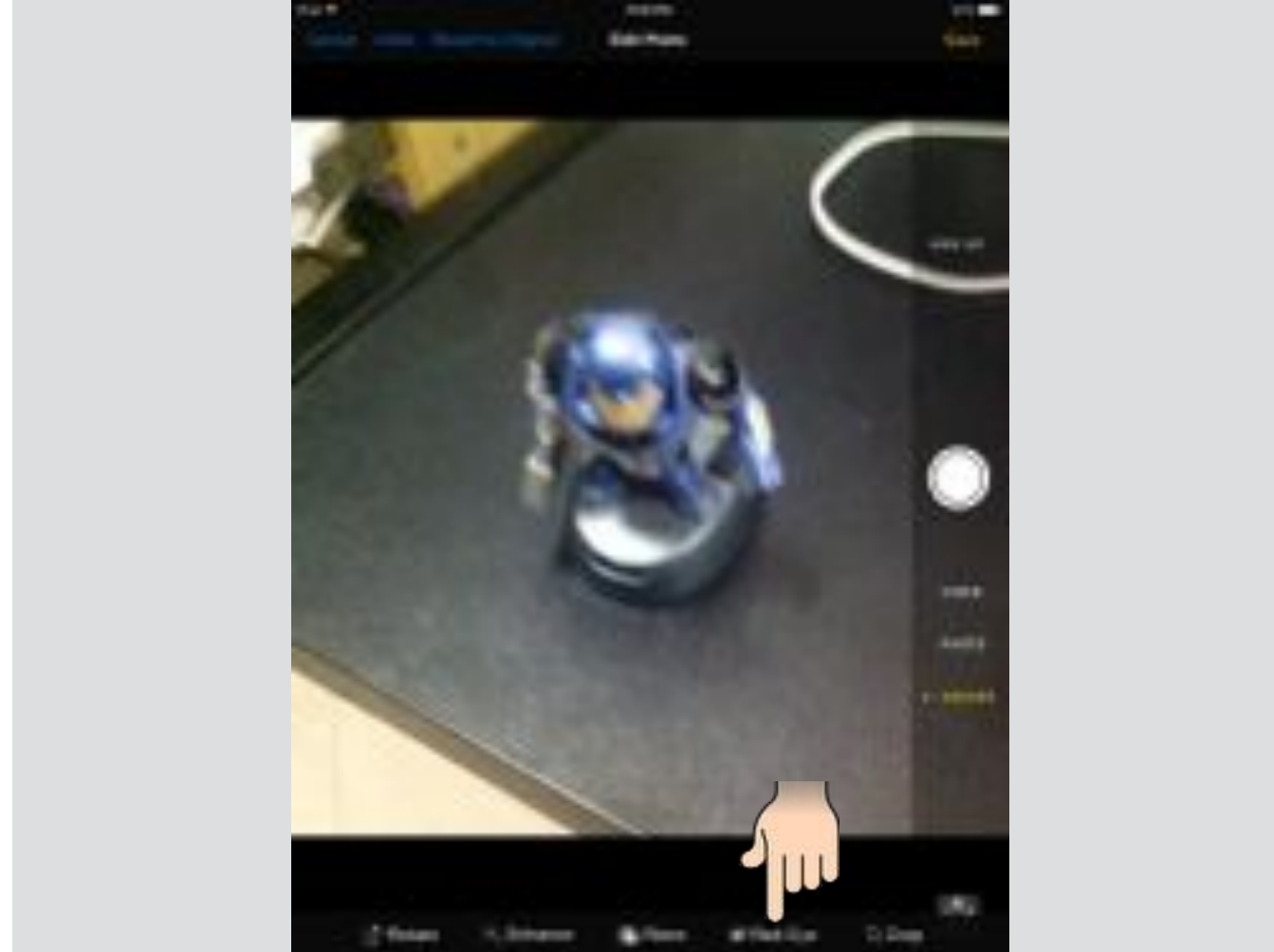
Tap Enhance to automatically enhance the photo.



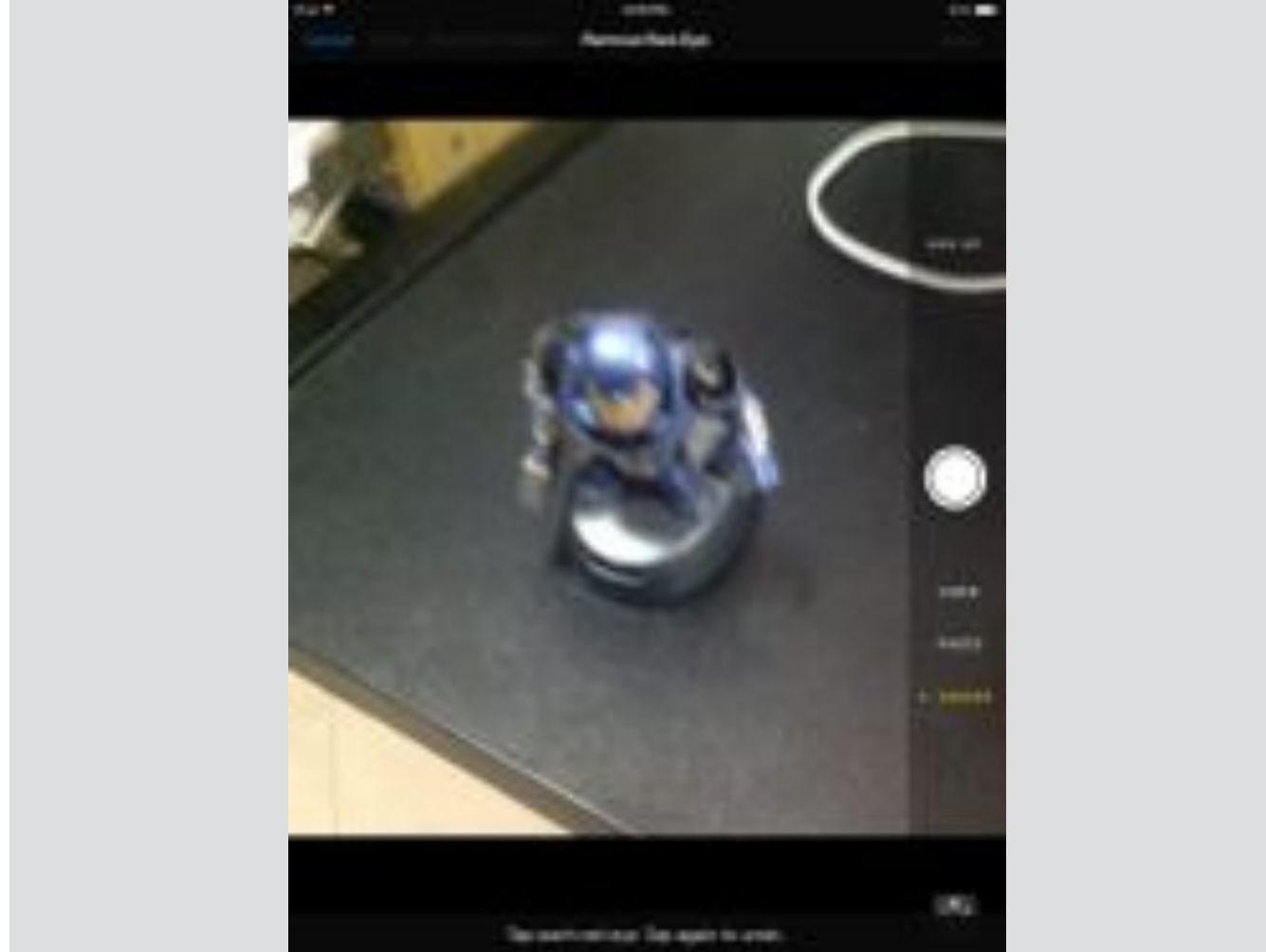
Tap Filters.



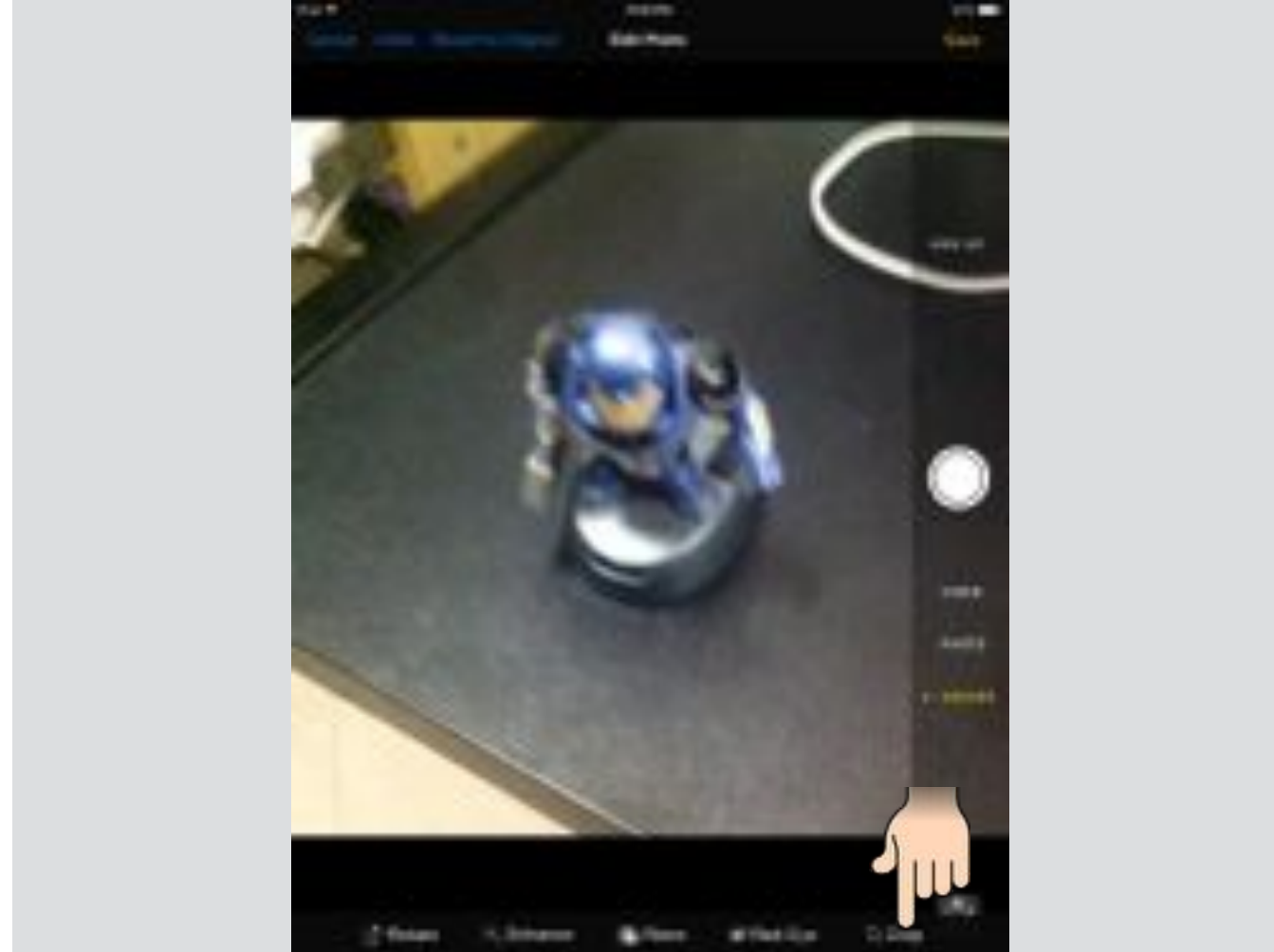
Here are the various filters you can use. Tap a filter and tap Apply.



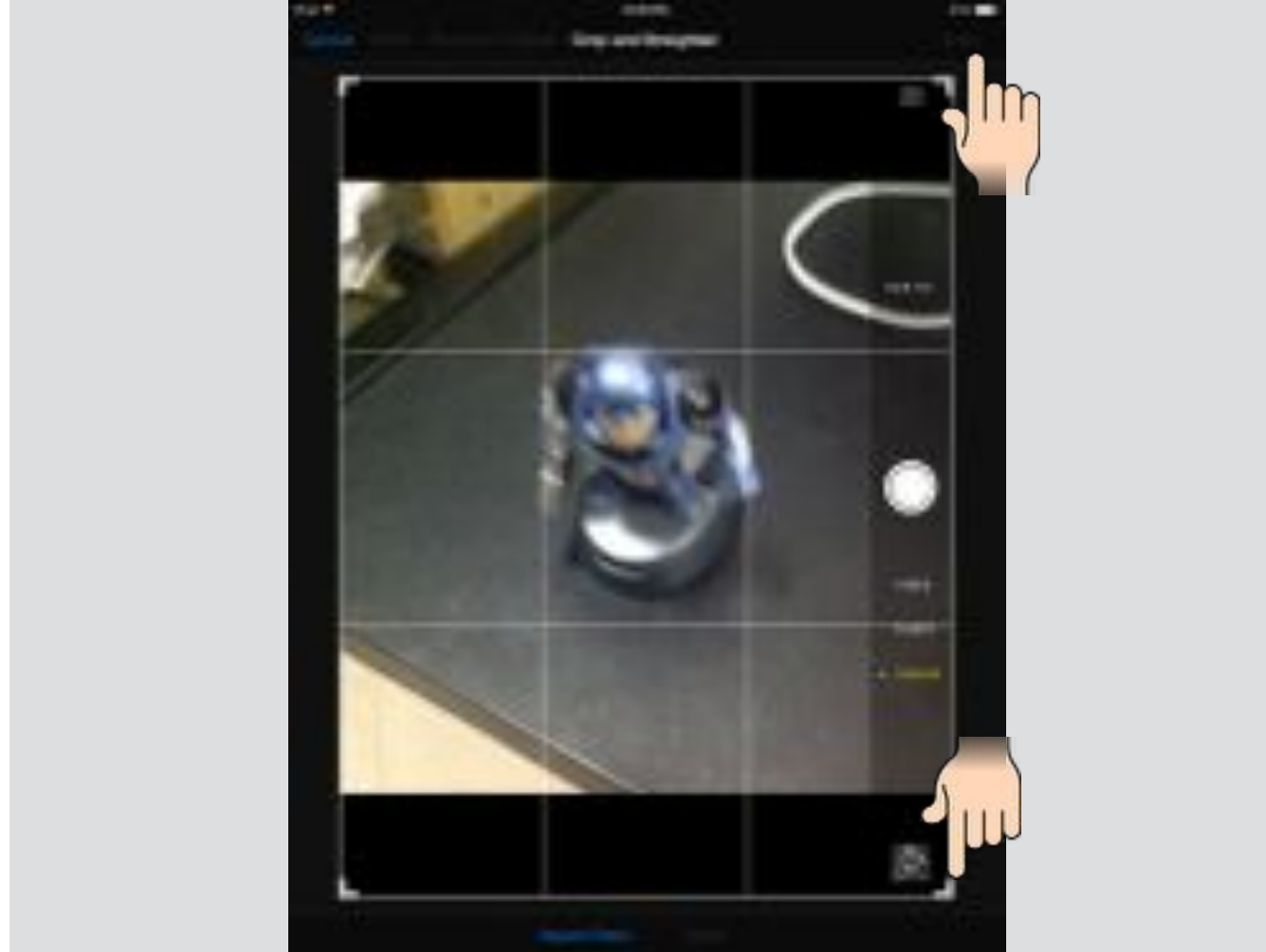
Tap Red-Eye.



Tap each red-eye to remove them. Tap again to undo.



Tap Crop.

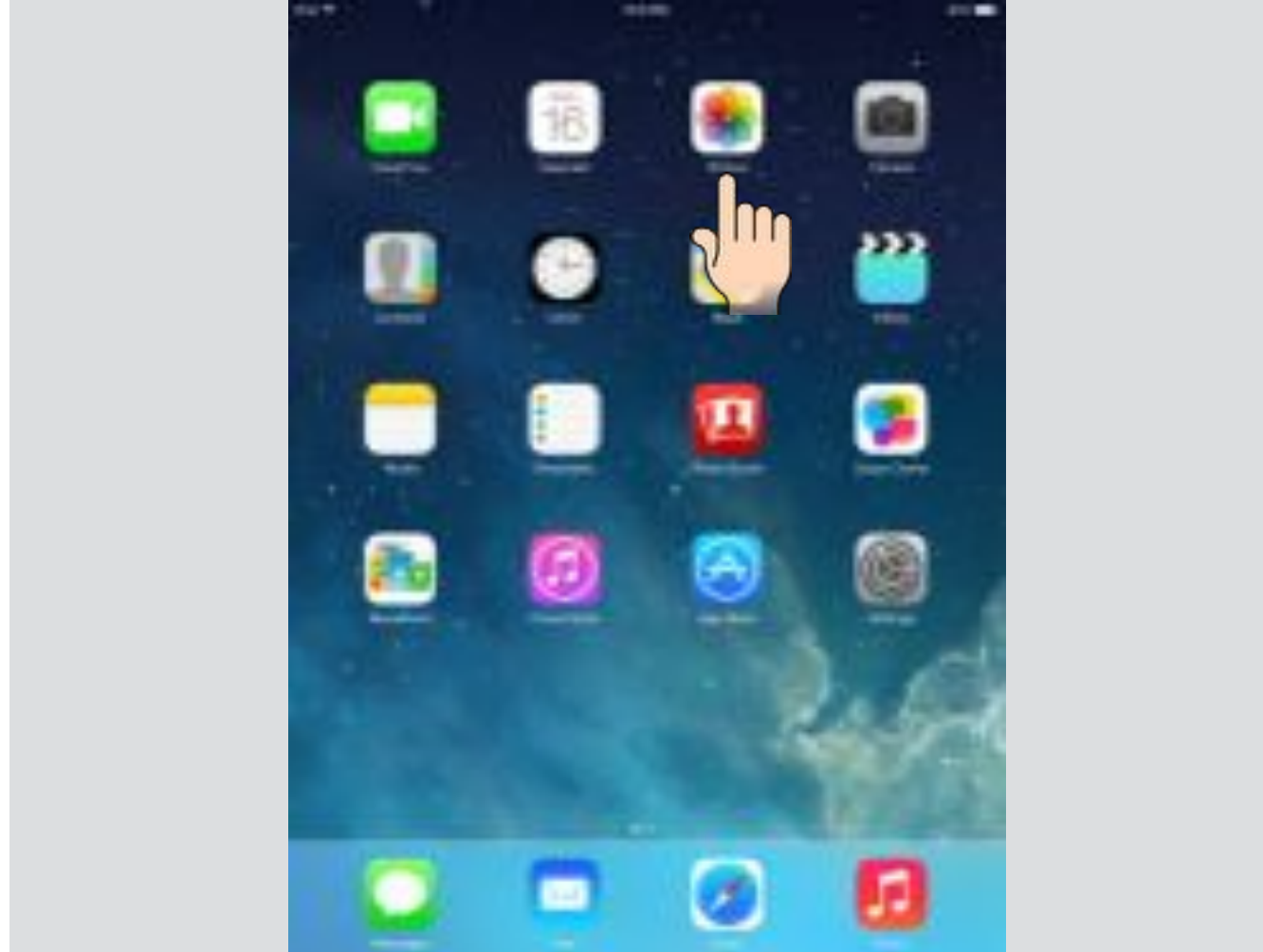


Adjust the size of the rectangle to crop the photo as you see fit. Pinch and rotate to straighten the photo. Tap Crop when done.

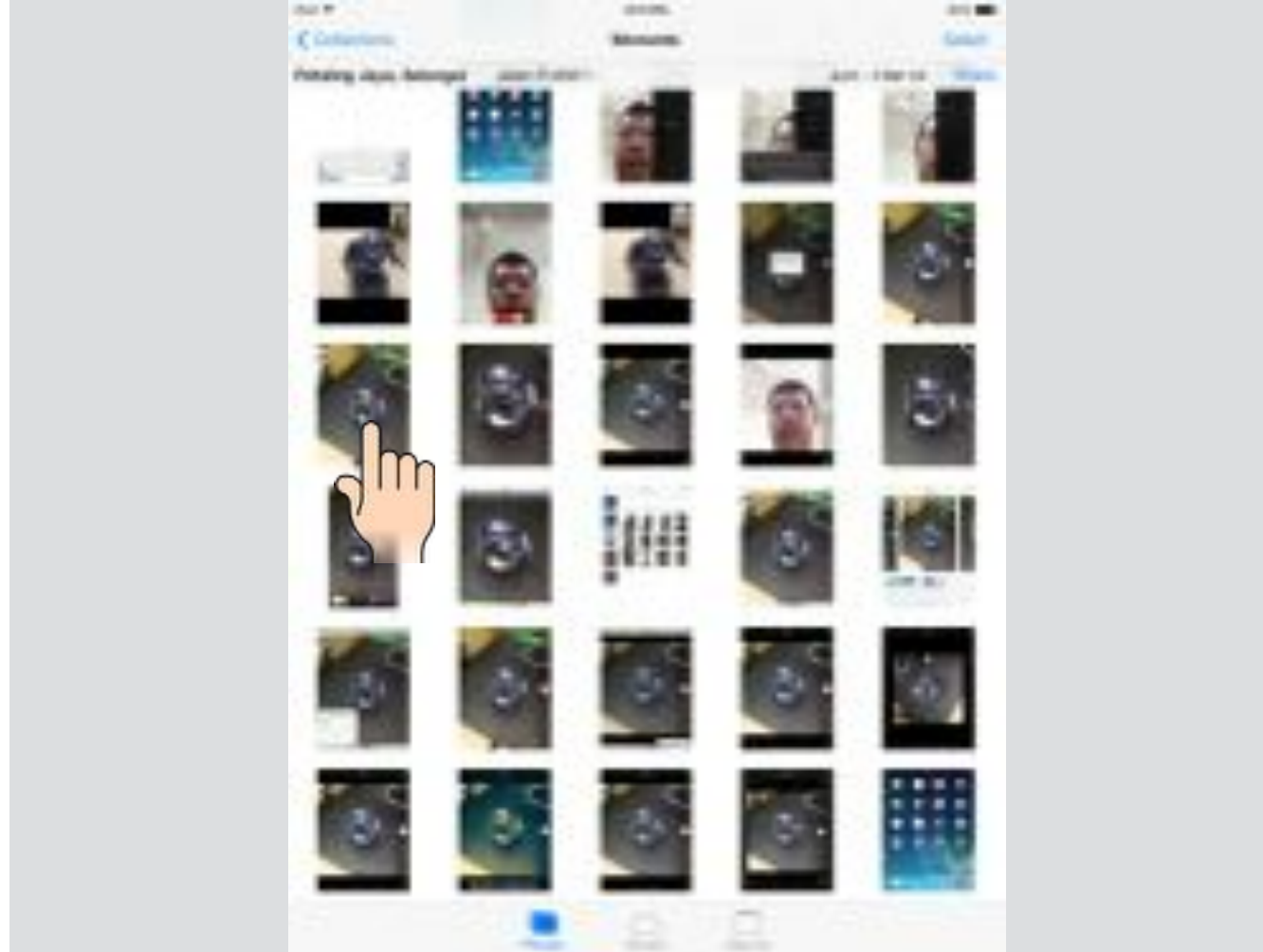


Press the Home button to return to the starting screen.

7.4 Photos



Tap Photos.



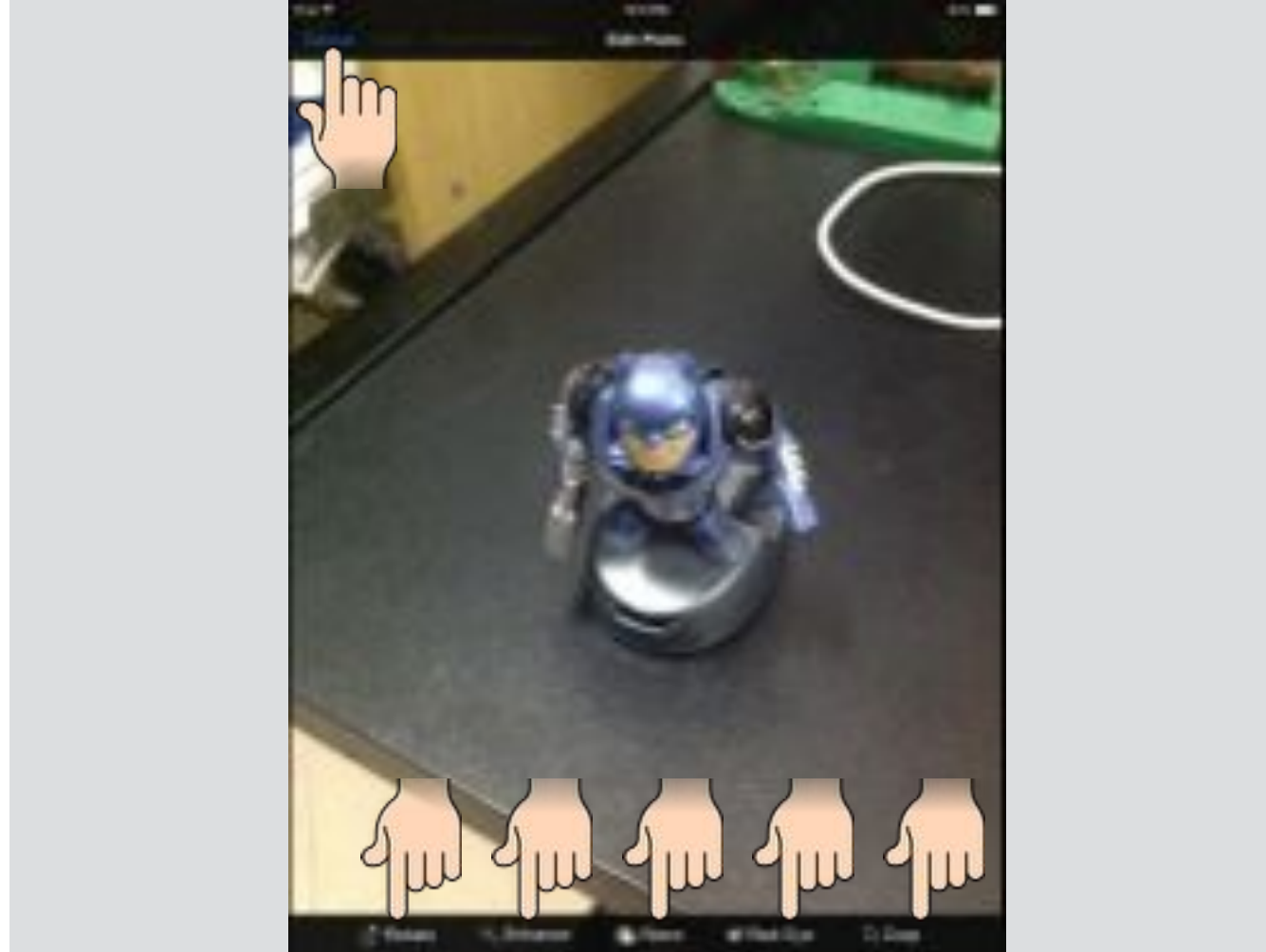
Photos has all the pics that was taken by the camera. Tap any picture.



Tap the picture to display the menu.



Tap Edit.



As in Camera, you can rotate, enhance, apply a filter, remove red-eye and crop the picture. Tap Cancel.



Tap the sharing icon.



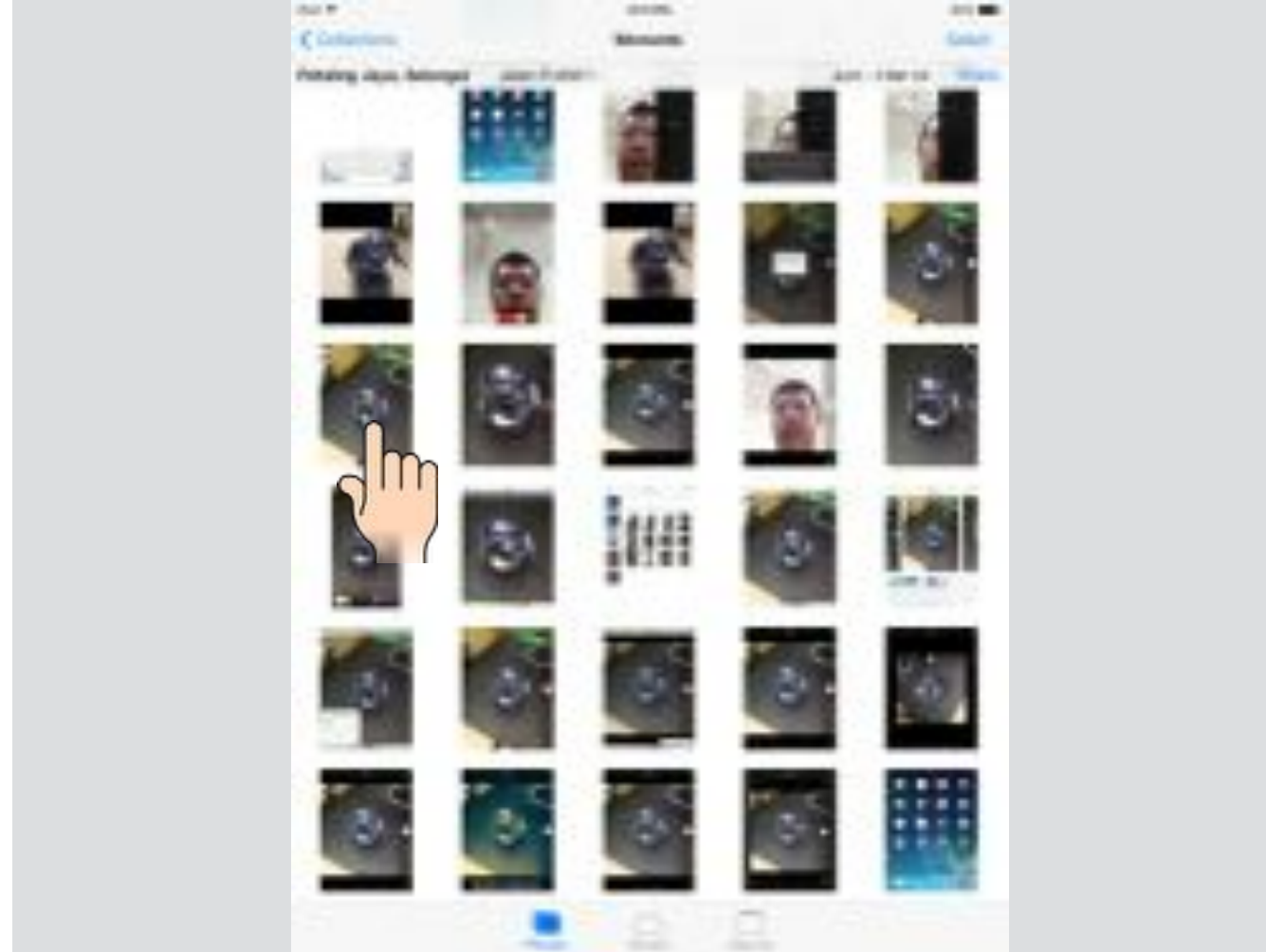
There are many ways to share. Note that the Slideshow option is also here. Tap Cancel.



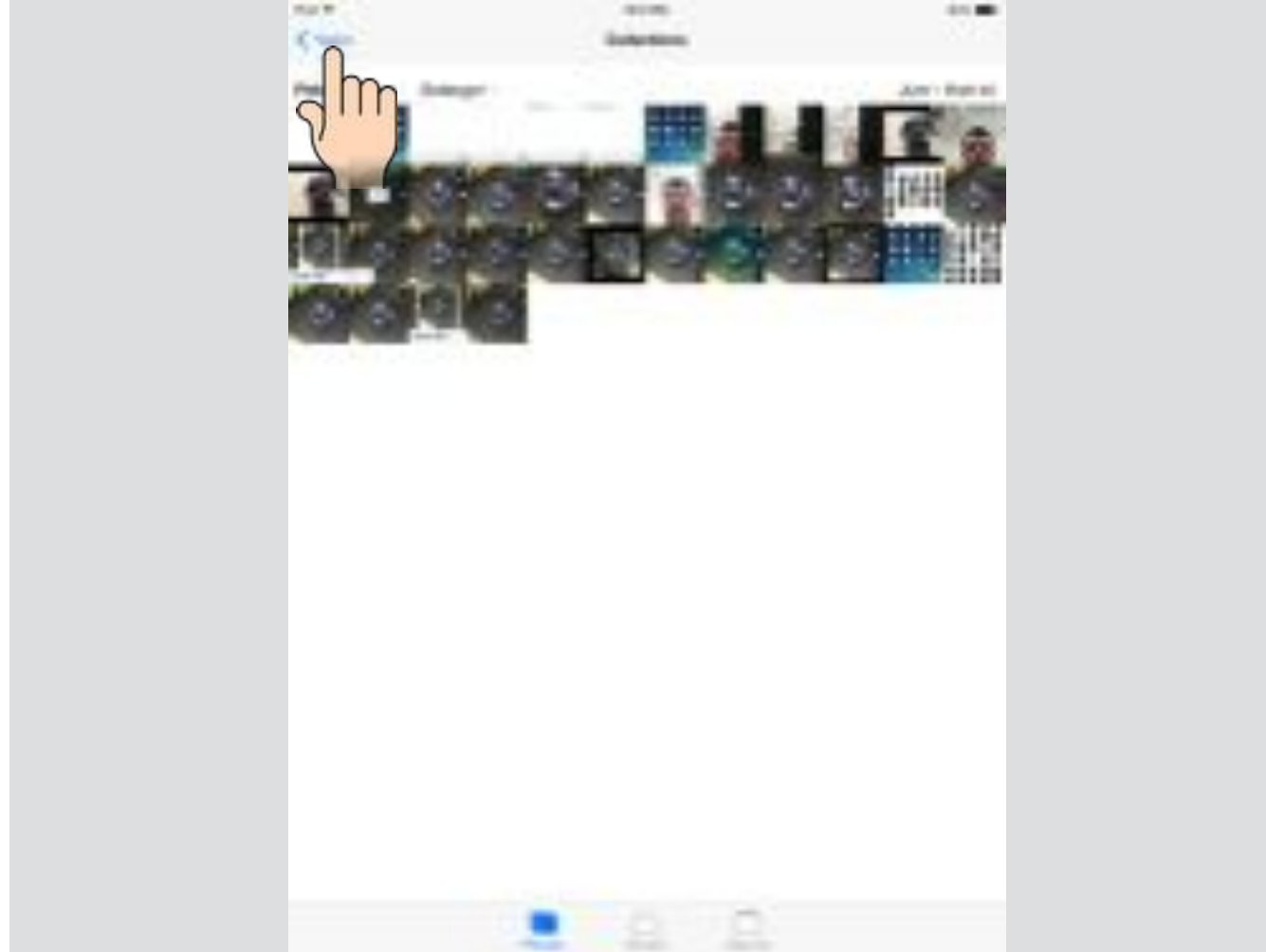
Tap the Trash Can and tap Delete Photo to delete a Photo.



Tap Moments.



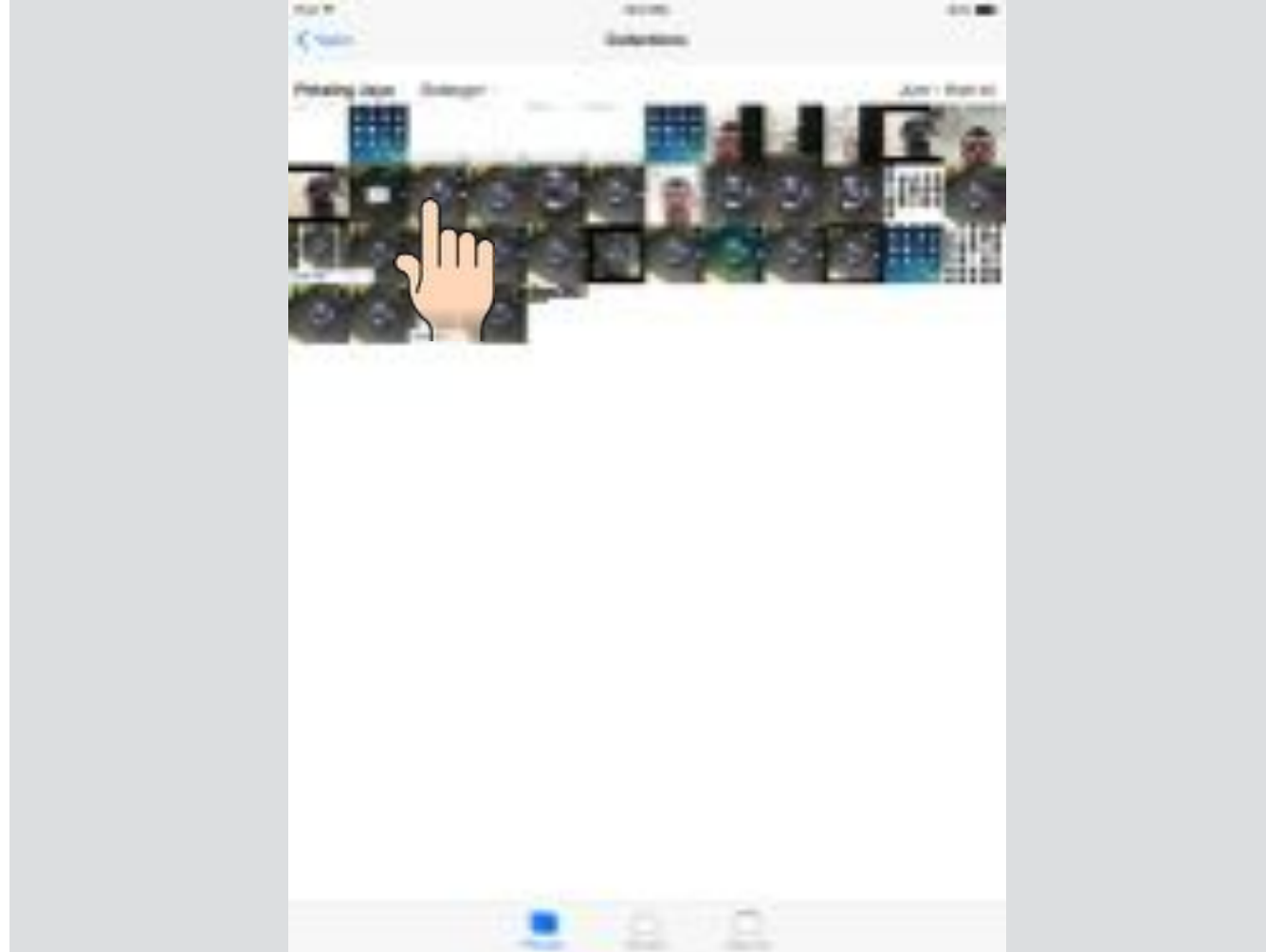
All the pictures in the collection are displayed. Tap Collections.



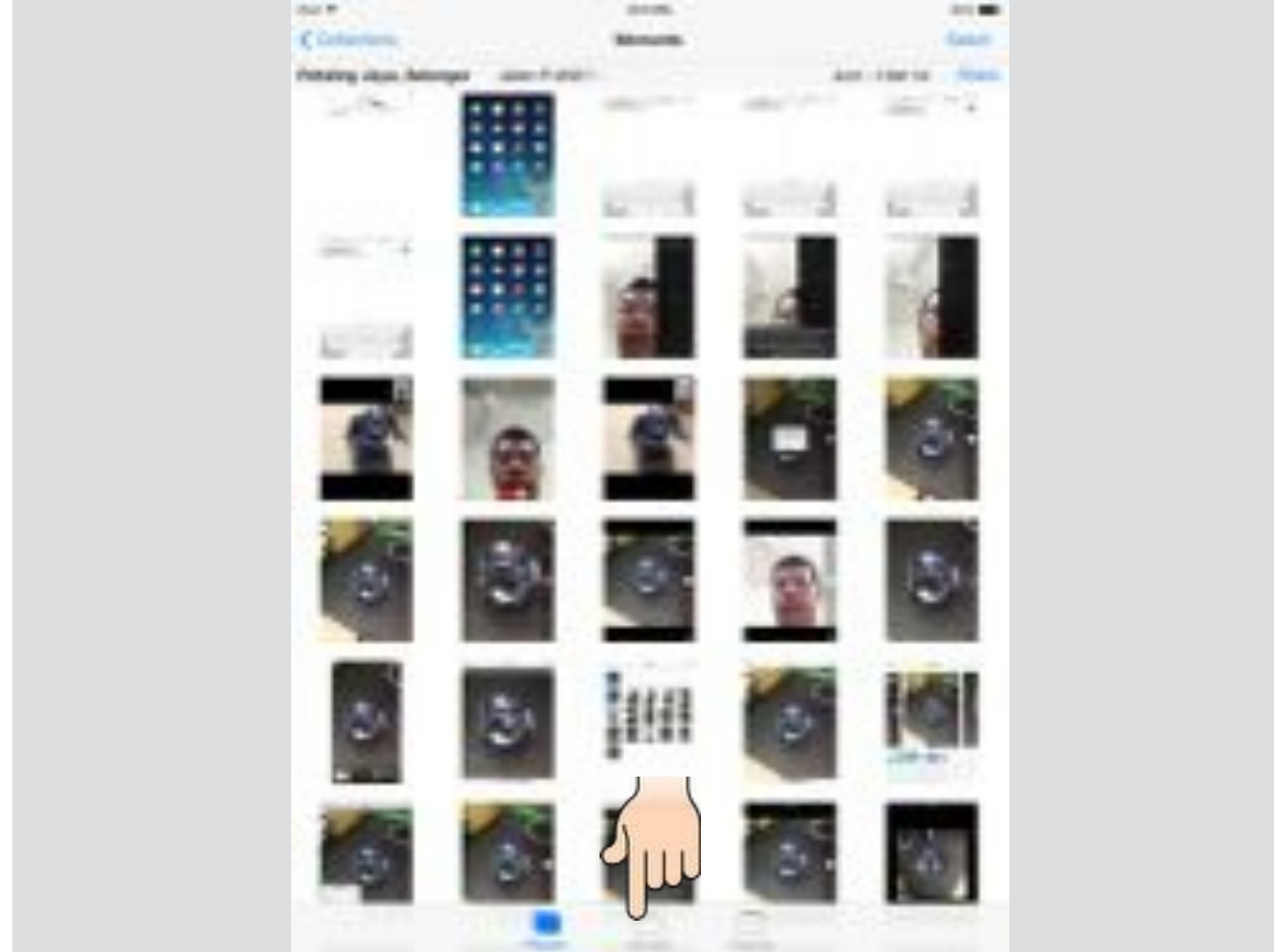
All your collections are displayed. Tap Years.



This zooms even further out. Tap the photos in the year.



This zooms back in. Tap the photos in the collection.



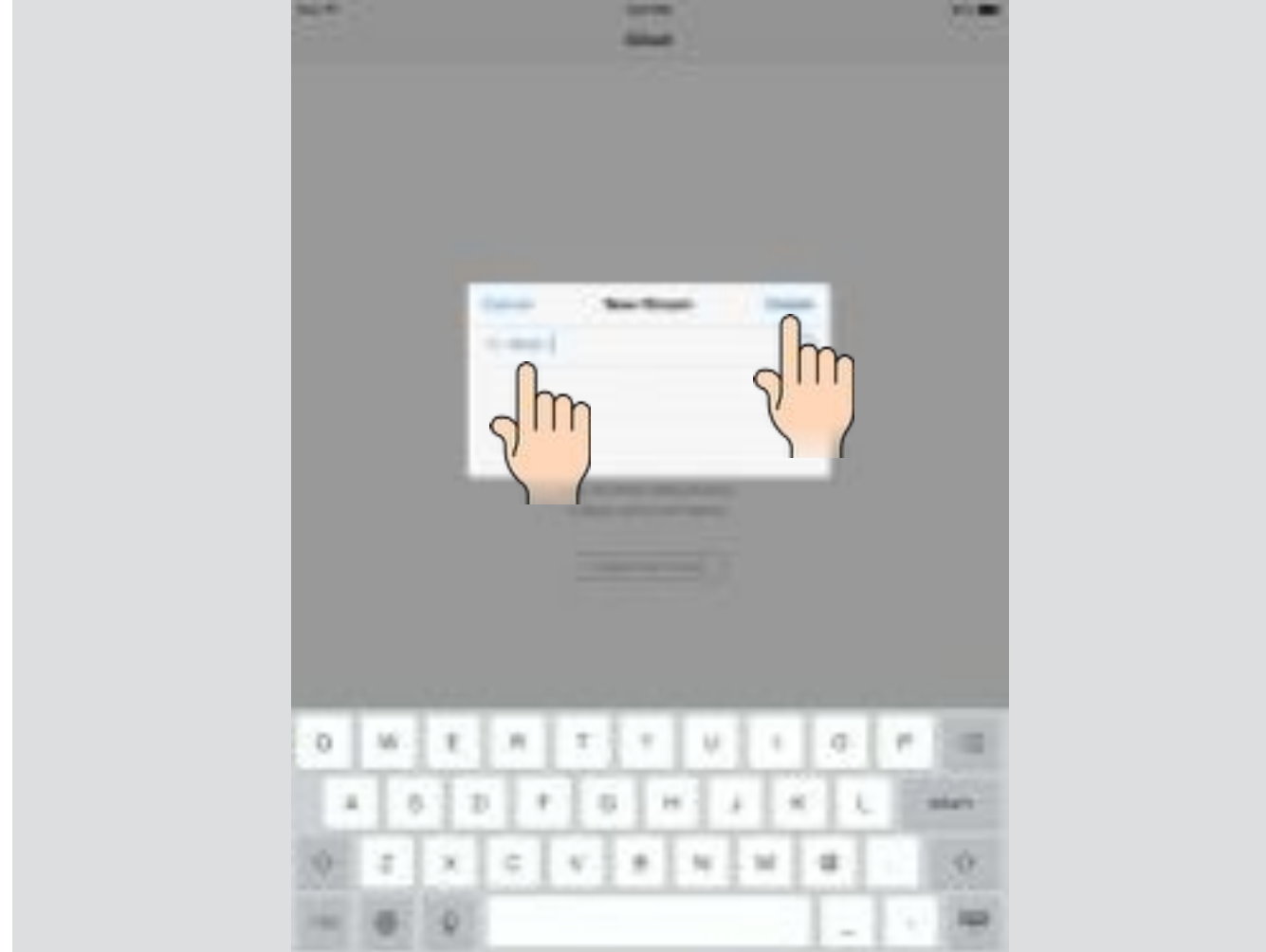
This zooms in back to the original level. Tap Shared.



If you iCloud Photo Sharing turned on, you will see all the photos you have shared here. You can also share your photos with others by creating a Photo Stream. Tap Create New Stream.



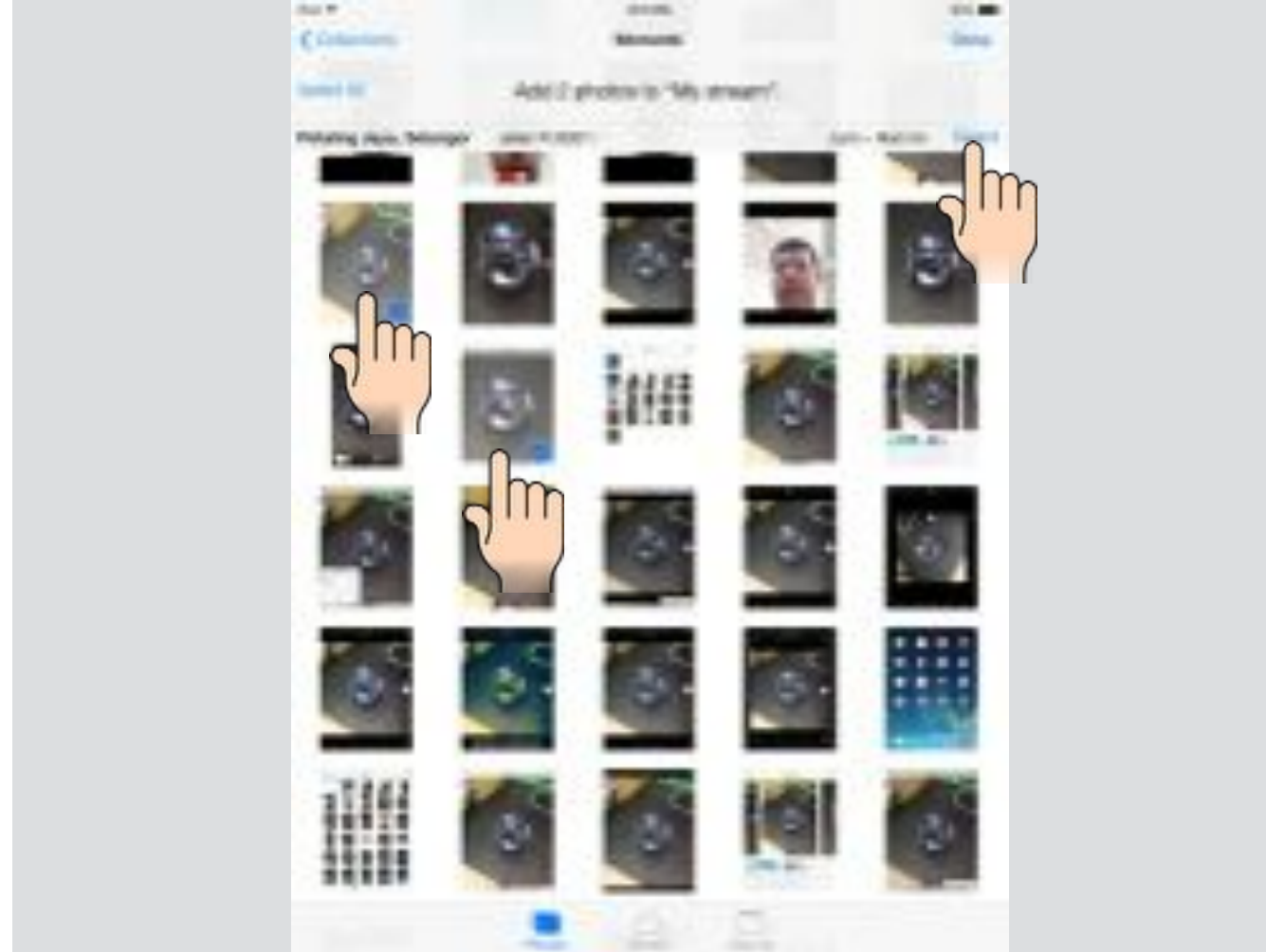
Give your stream a name and click Next.



Type the AppleID of another iPad user and tap Create.



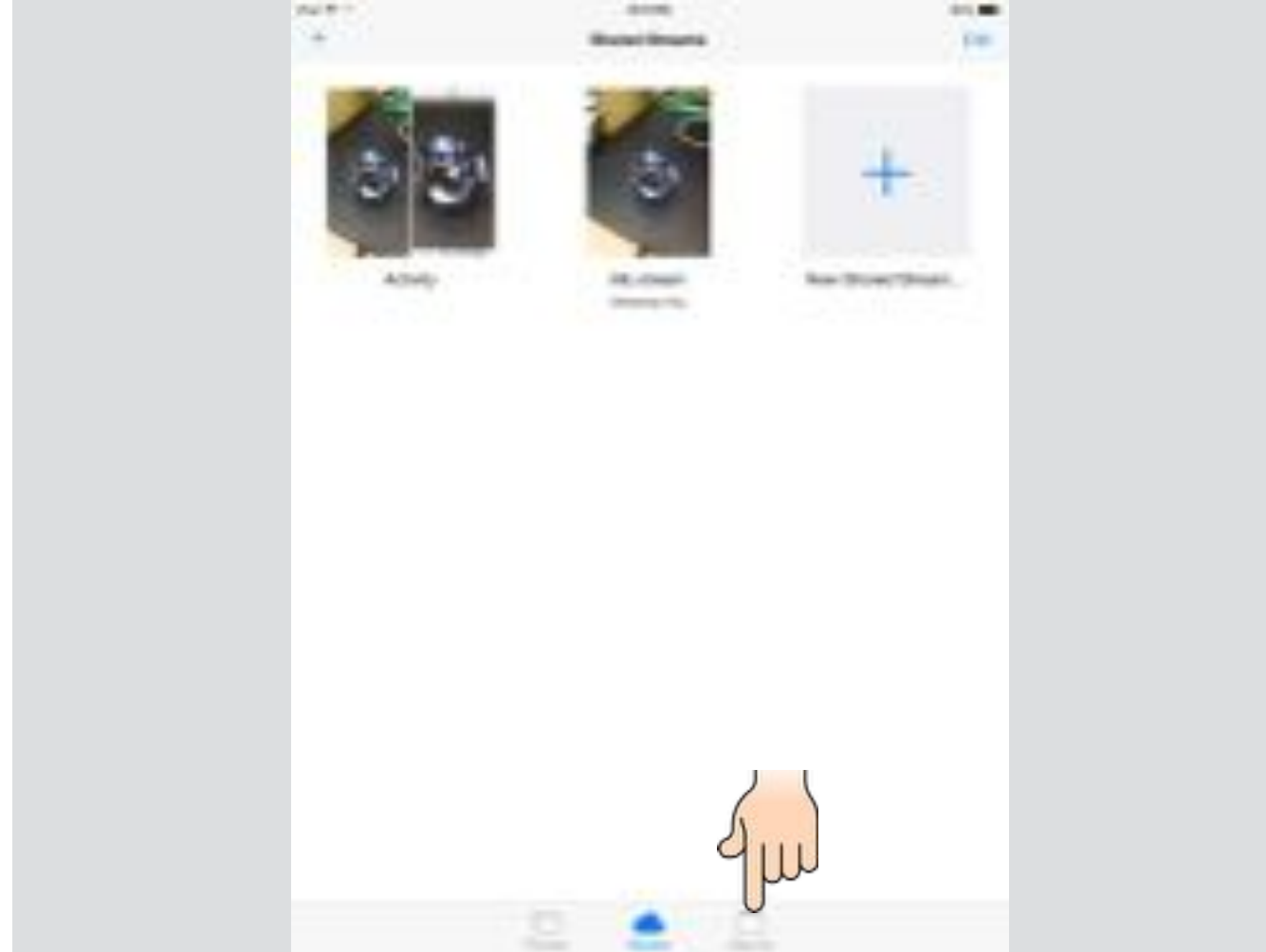
Tap Add Photos or Videos.



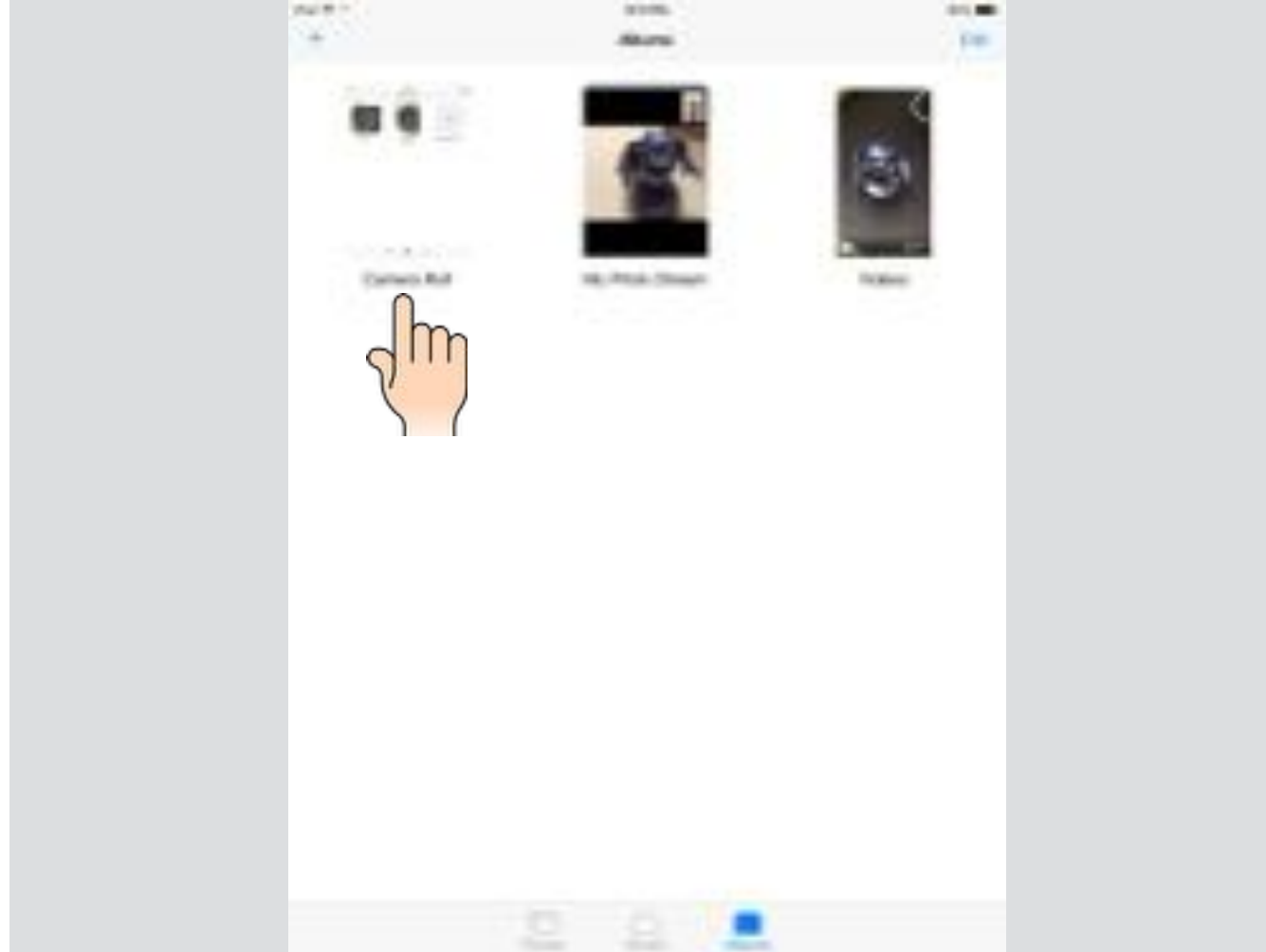
Tap any photo or video to add them to the stream. Tap Select when done.



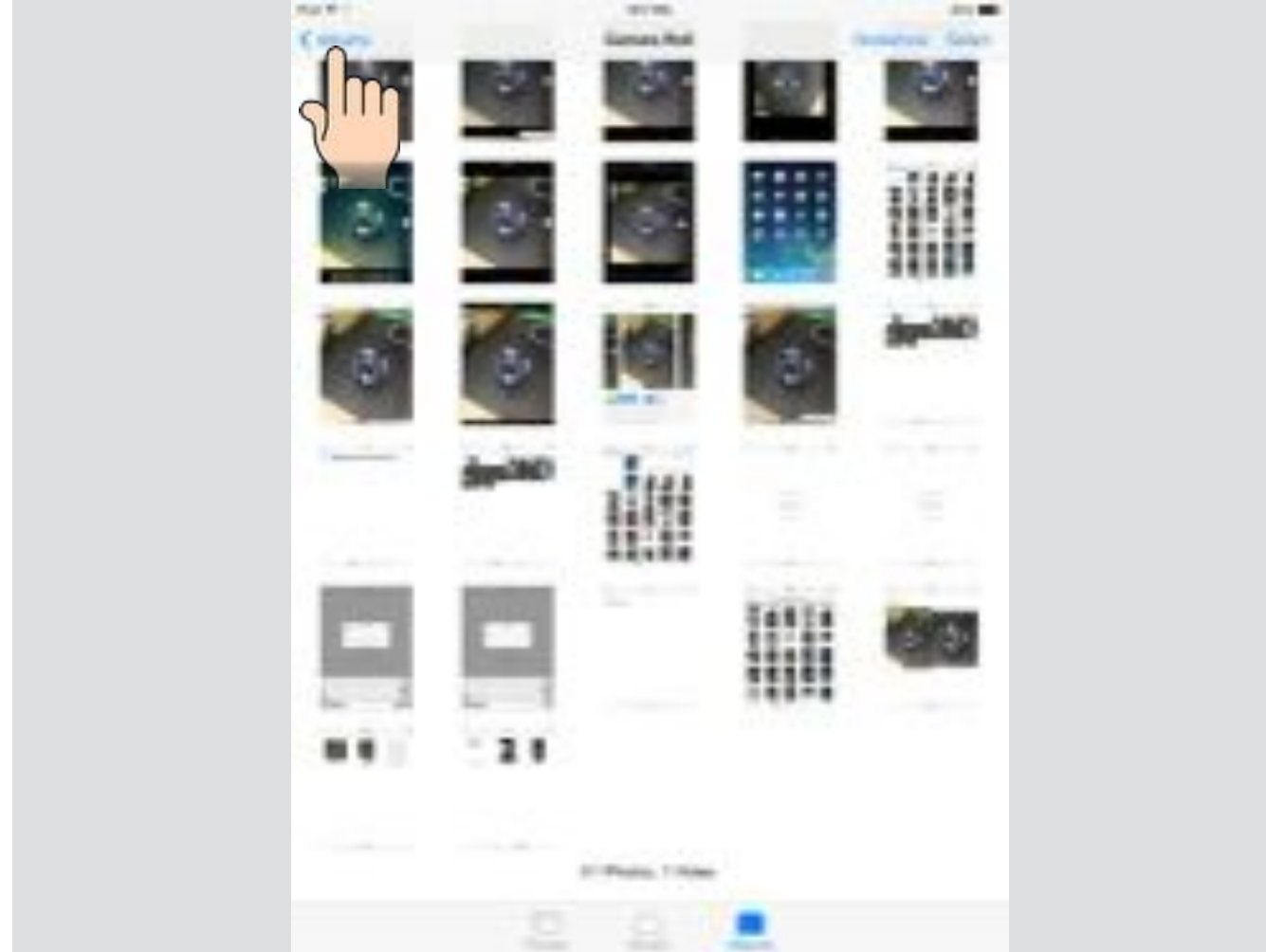
The selected photos appear in your stream, and will be shared with the other user. Tap Streams.



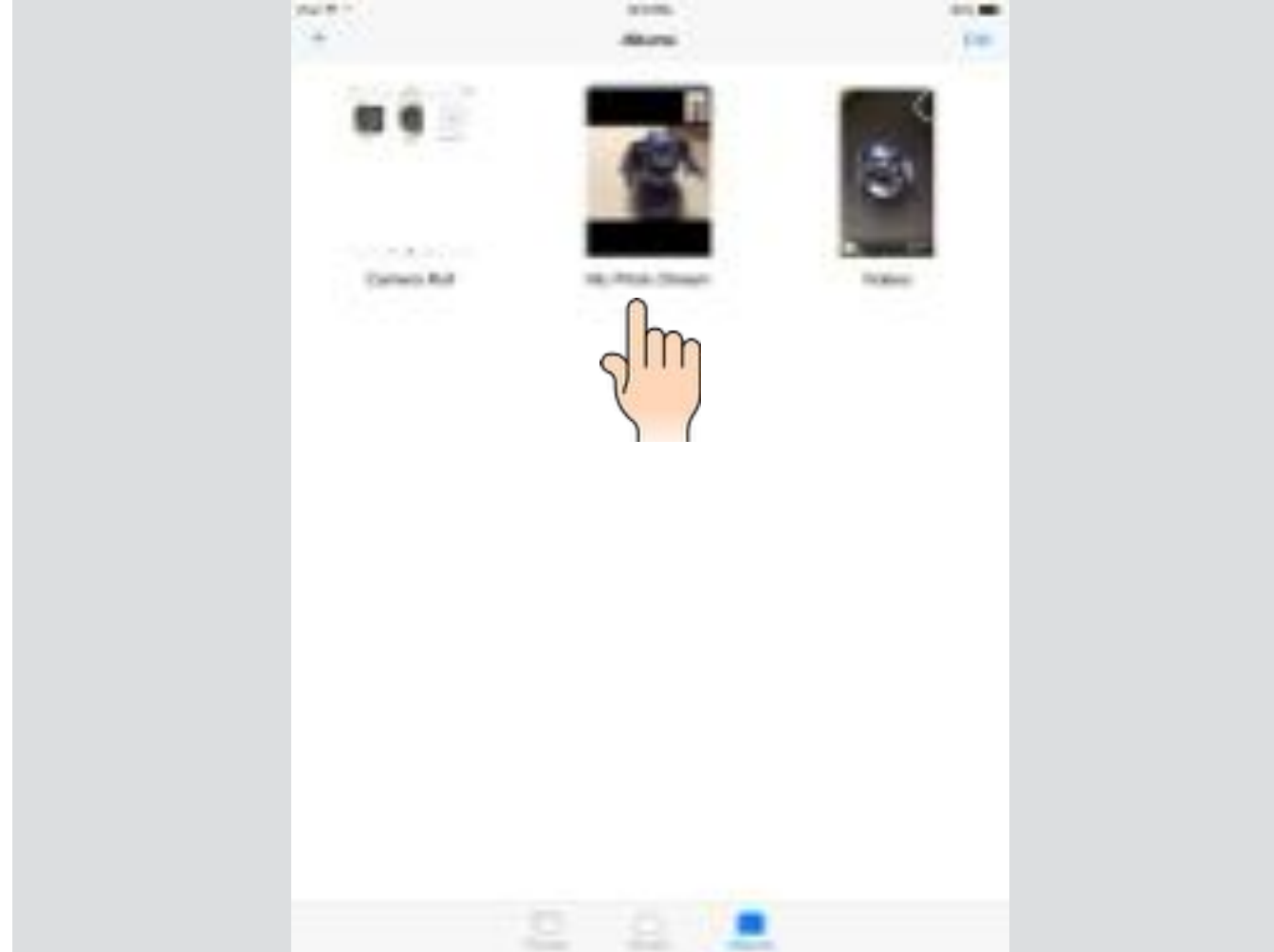
An overview of your shared photos is displayed. Tap Albums.



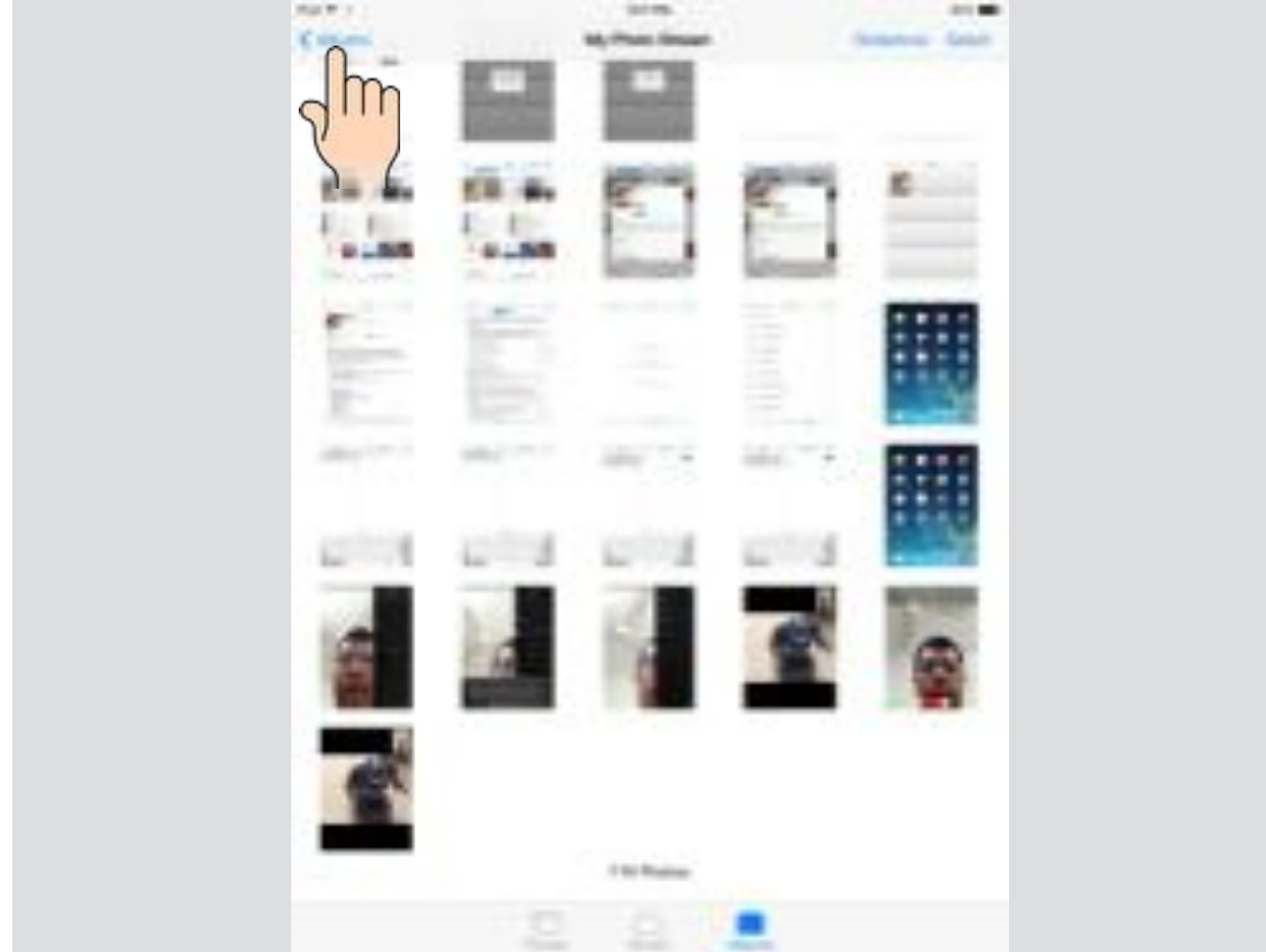
Three albums are created by default. Camera Roll is all the pictures stored in your iPad. My Photo Stream is all the photos in your Photo Stream, which requires an iCloud account to work. Videos are videos only. If you sync photos from iPhoto albums on your Mac, they will appear here as well. Tap Camera Roll.



The contents of your camera roll are displayed. Tap Albums.



Tap My Photo Stream.



All the pictures in your Photo Stream is displayed (Note you have to have iCloud turned on for this to work). Tap Albums.



Tap Videos.



All the videos are displayed. Tap Albums.

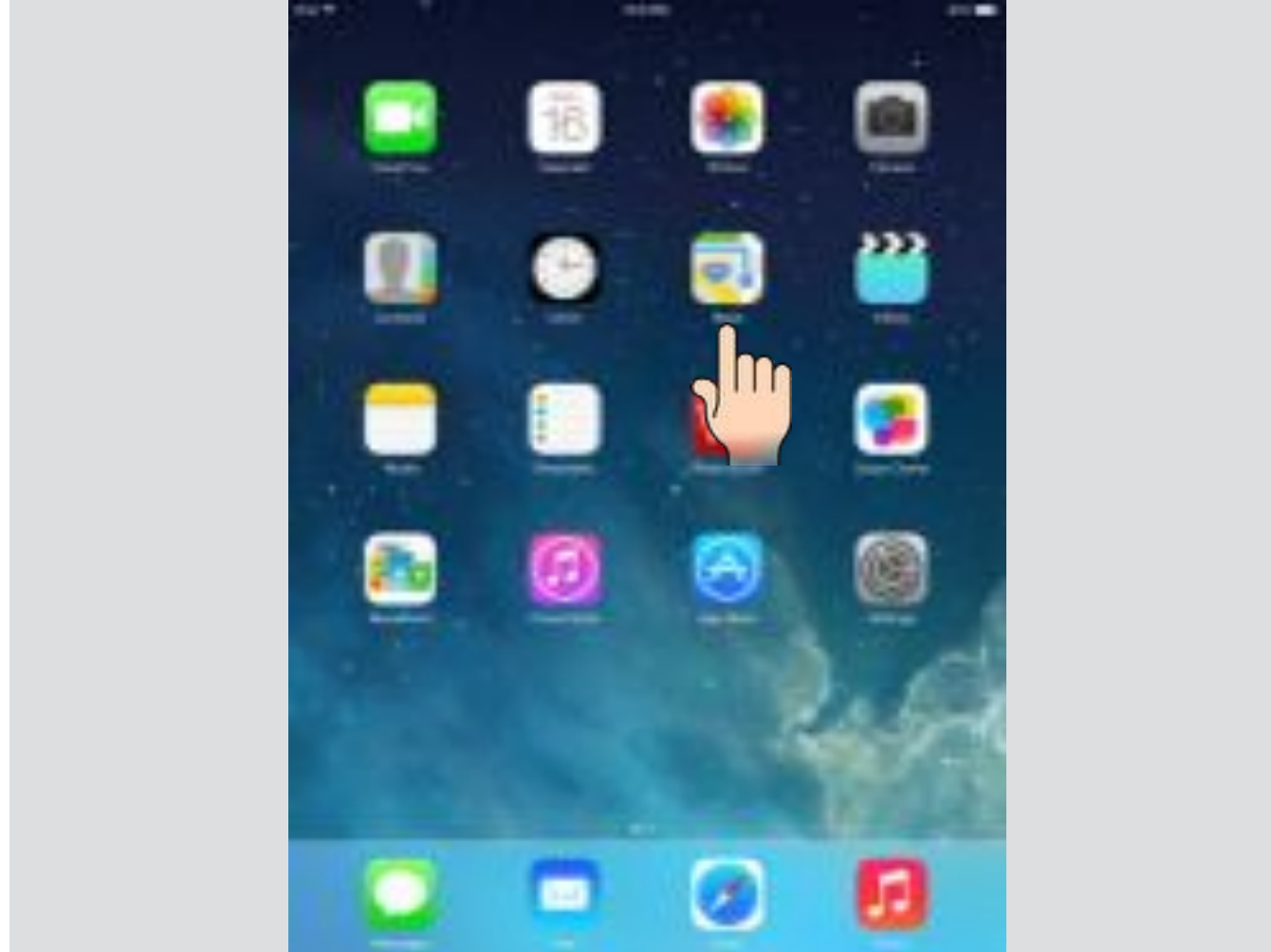


Your albums are displayed once more.



Press the Home button to return to the starting screen.

7.5 Maps



Tap Maps.



Tap here to determine your location.



Tap OK.



Tap here to search for a location. For example, type 'Suria'.



Tap 'suria klcc'.



Suria KLCC is displayed. Tap the i button.



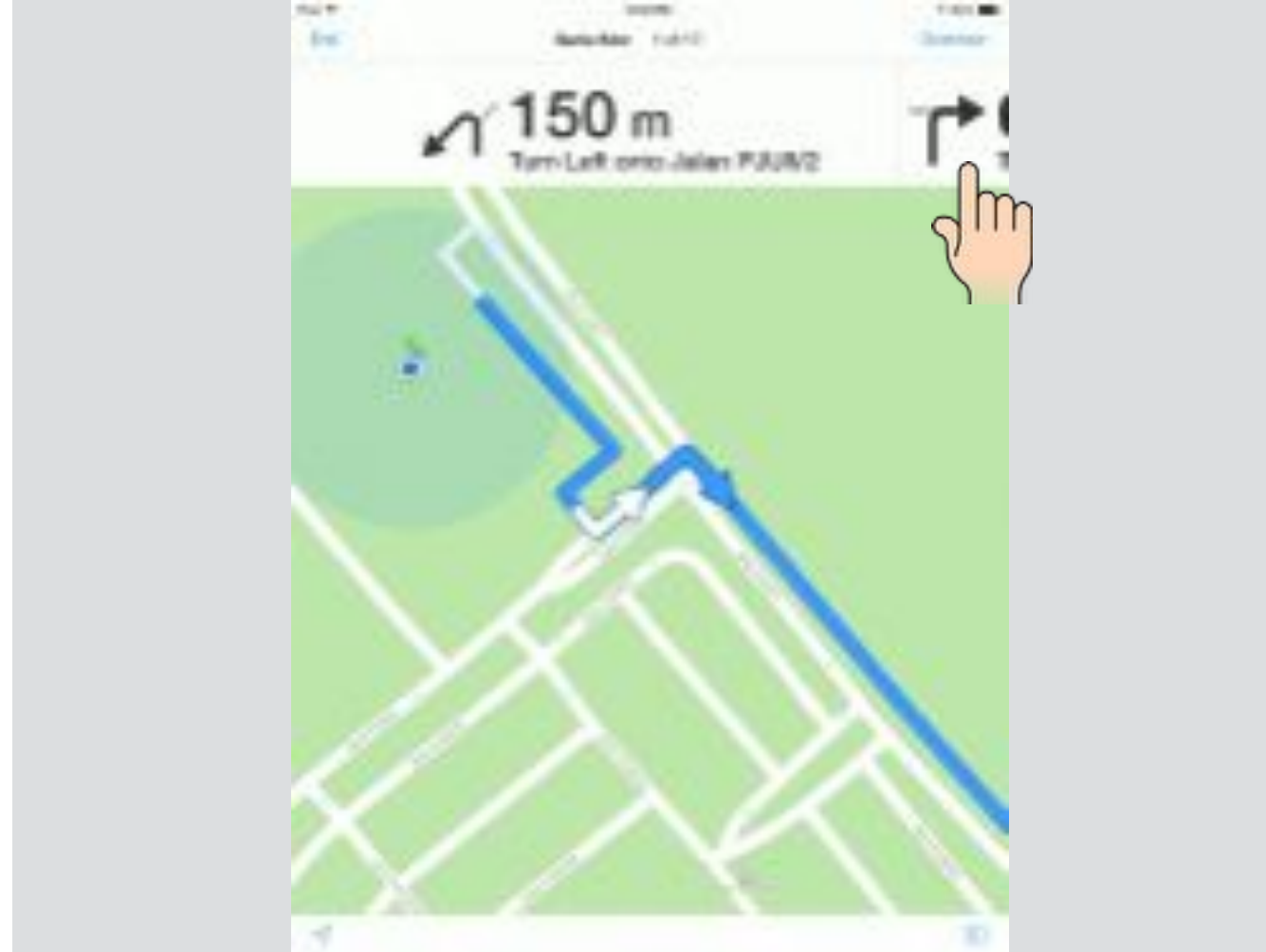
Tap Directions to Here.



Tap Route.



Tap Start.



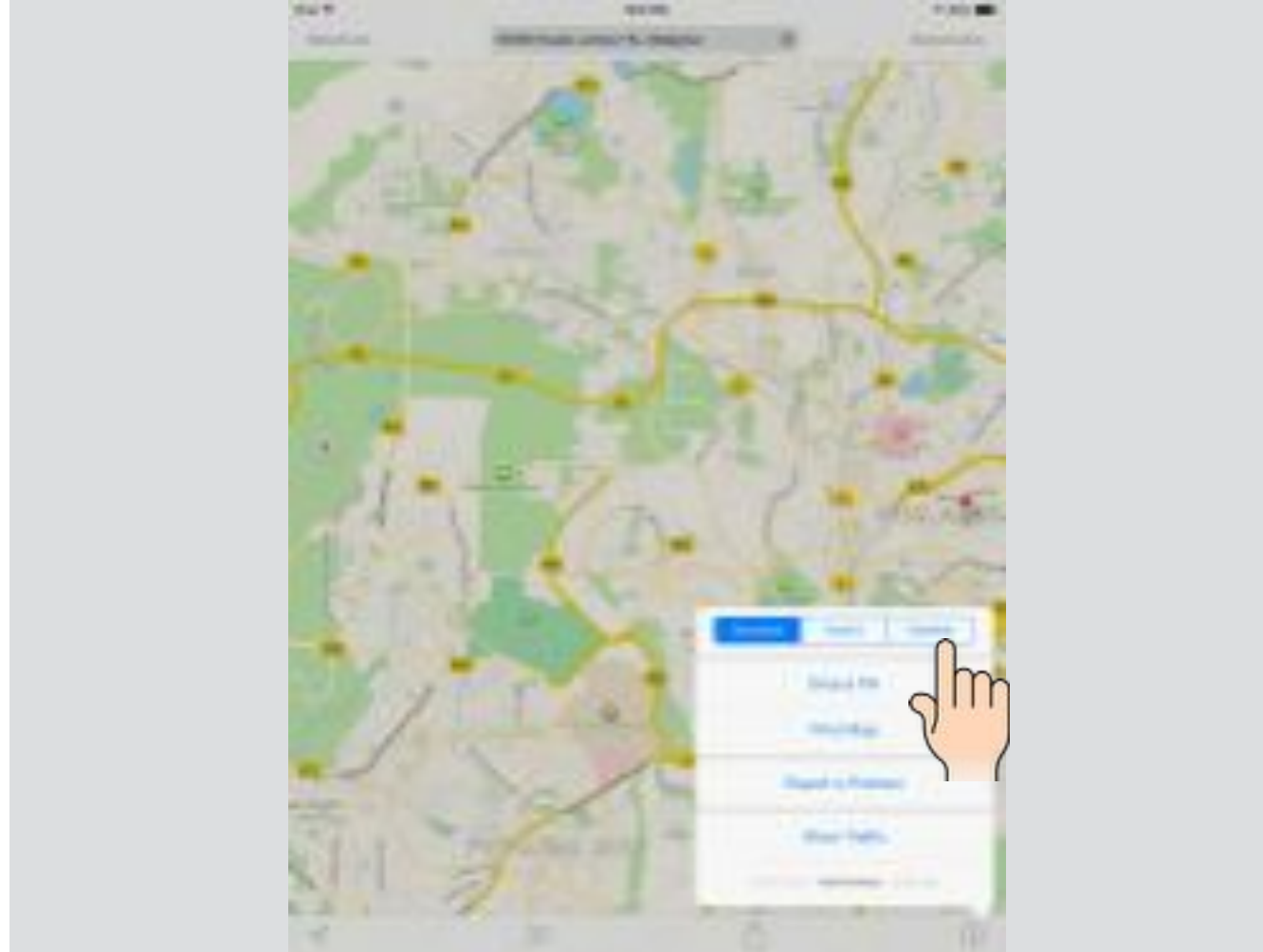
Directions will be displayed on the screen. Tap the next direction to see it.



Tap End when you have reached your destination.



Tap the i at the bottom right corner of the screen.



Tap Satellite to display Satellite view.



Tap anywhere on the map to dismiss the box.



Tap Bookmarks to view bookmarked locations, recent locations and contacts.



Tap anywhere on the screen to dismiss the Bookmarks.

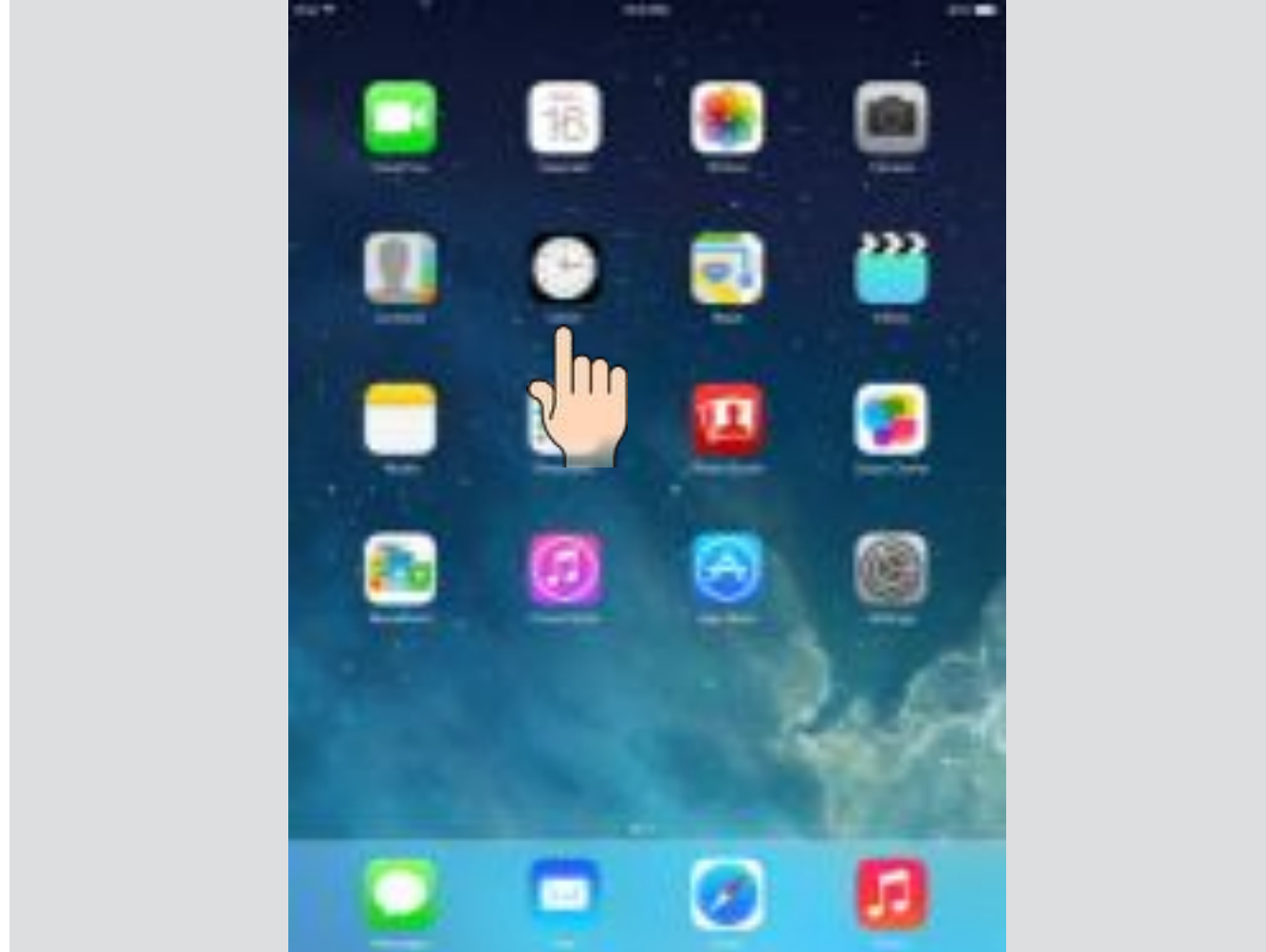


Tap 3D to display a 3D view.



Press the Home button to return to the starting screen.

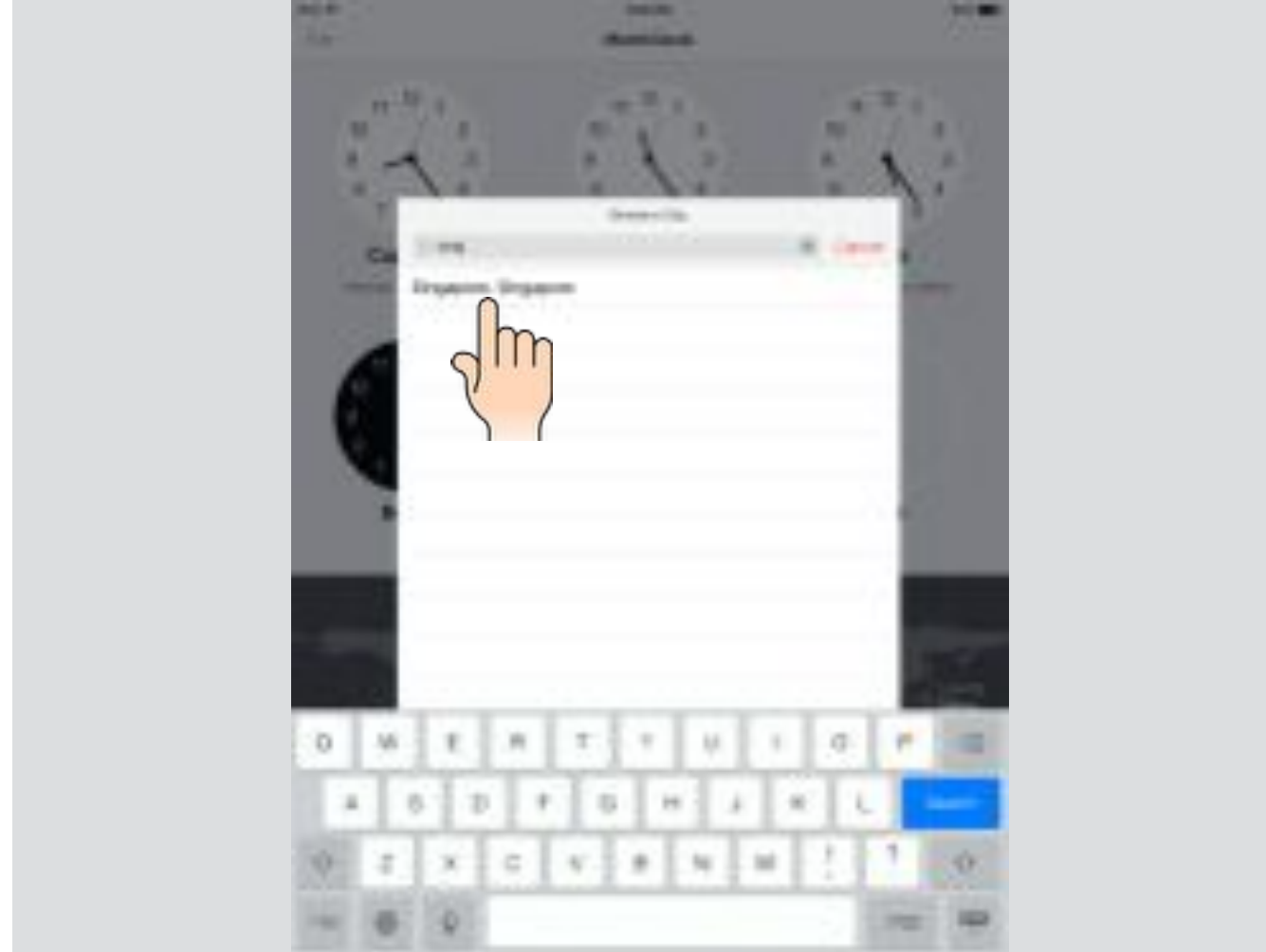
7.6 Clock



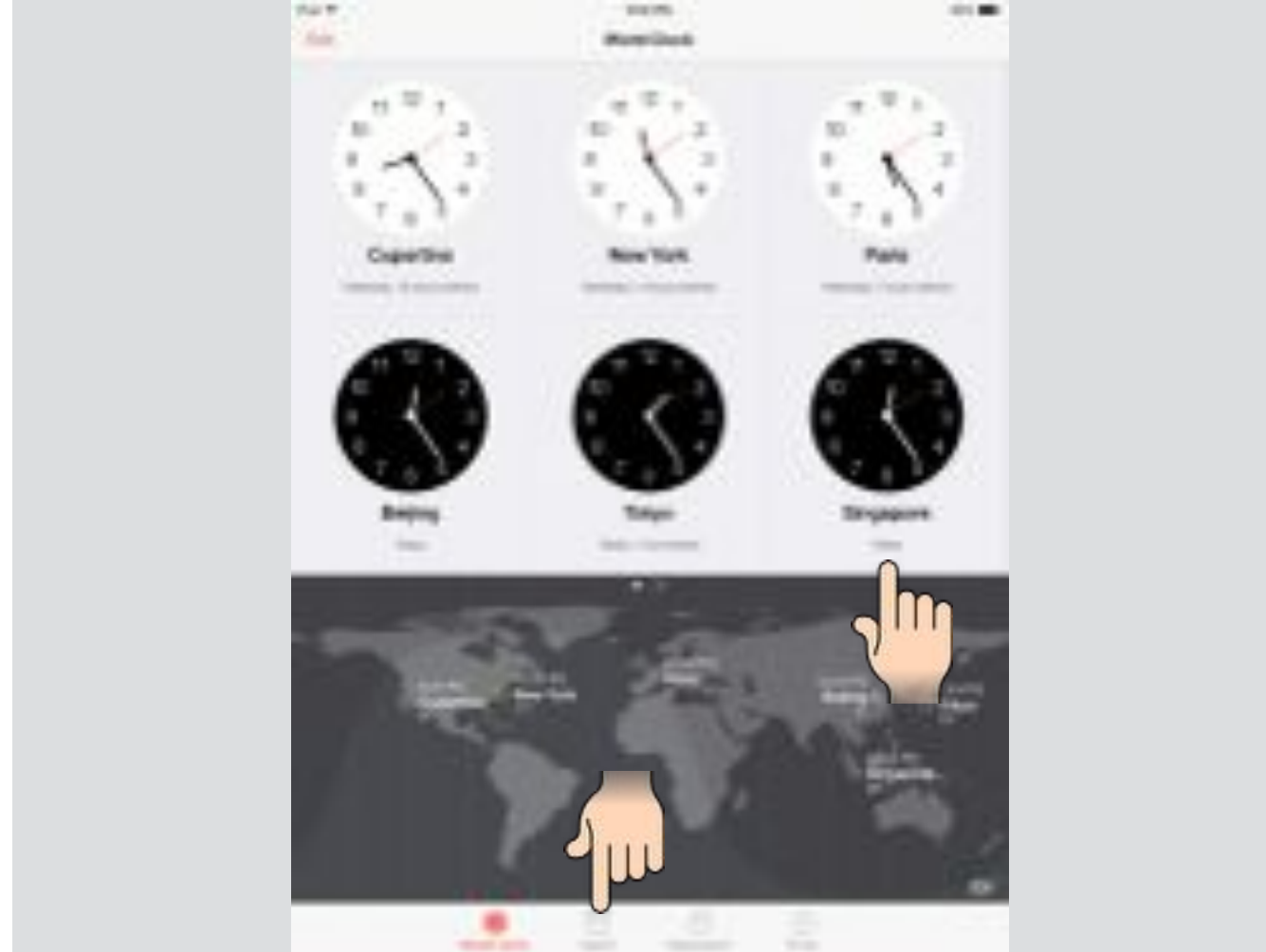
Tap Clock.



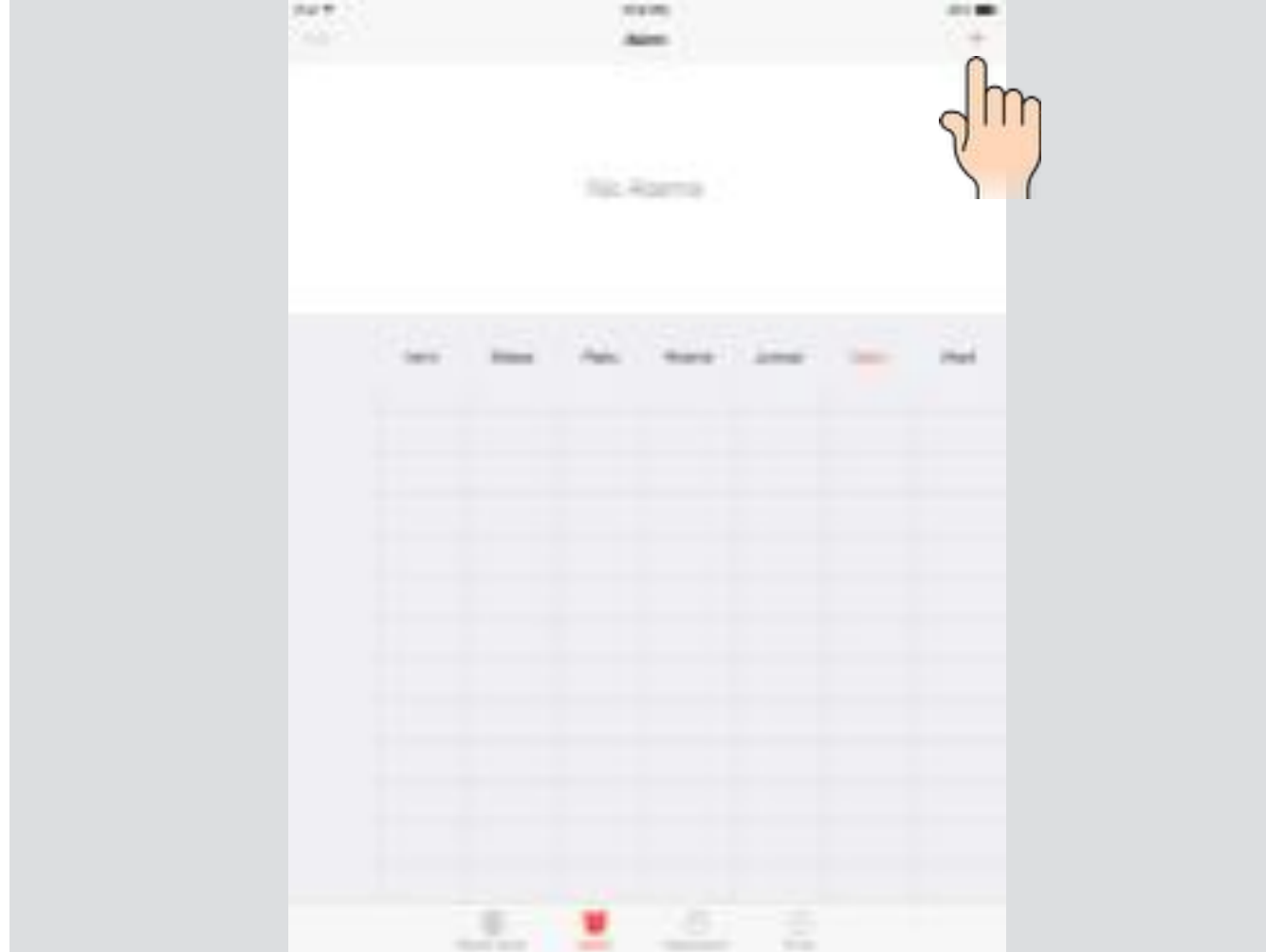
Tap Add.



Search for and choose a city you would like to add.



The clock for that city is displayed. Tap Alarm.



You can set alarms to alert you at a time you specify.



Tap Stopwatch.



Stopwatch works the way an actual stopwatch does.



Tap Timer.

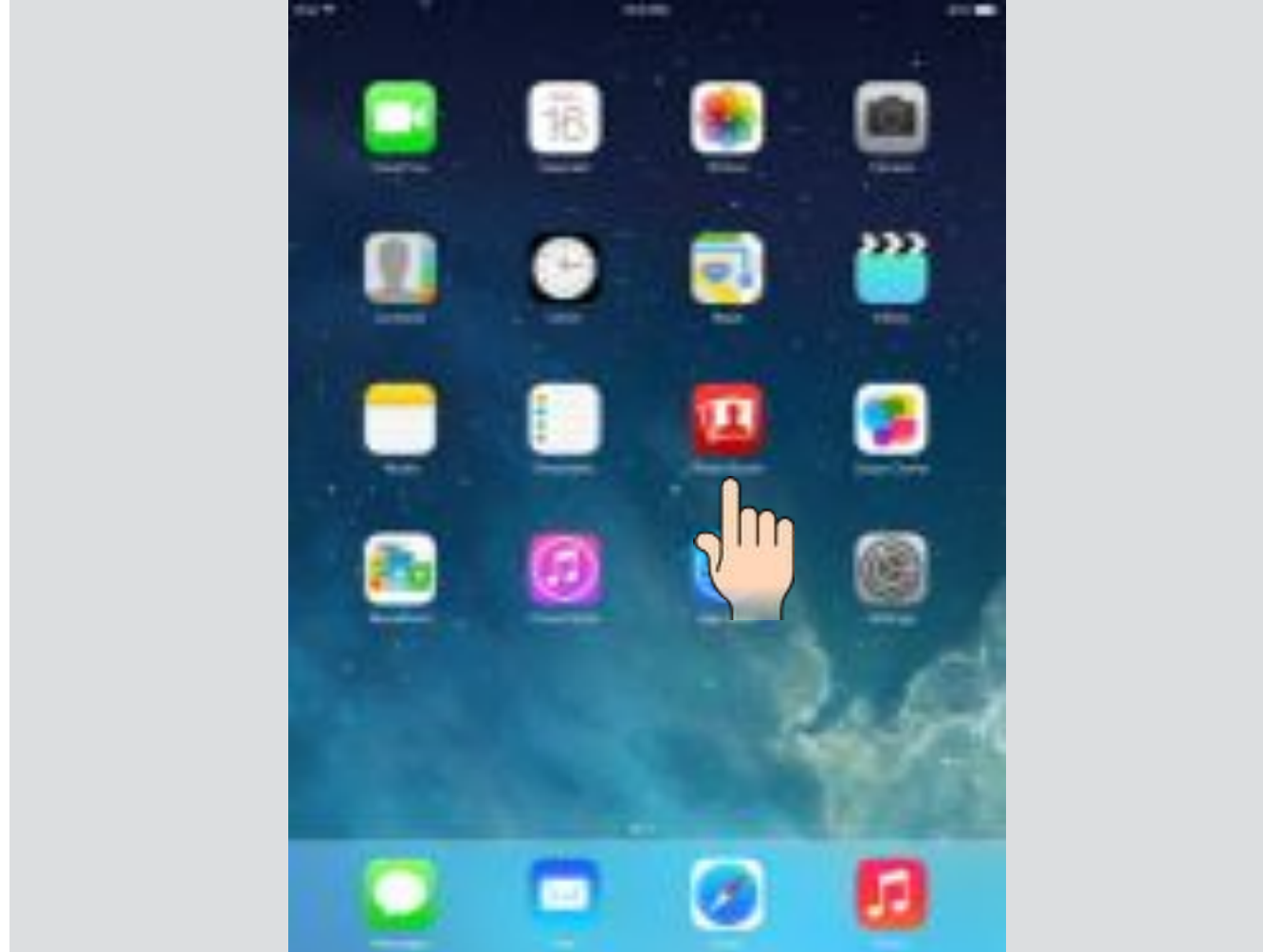


Timer is useful when you want to count down from a specific duration (i.e. egg timer).



Press the Home button to return to the starting screen.

7.7 Photo Booth



Tap Photo Booth.



Choose the special effect that you like.



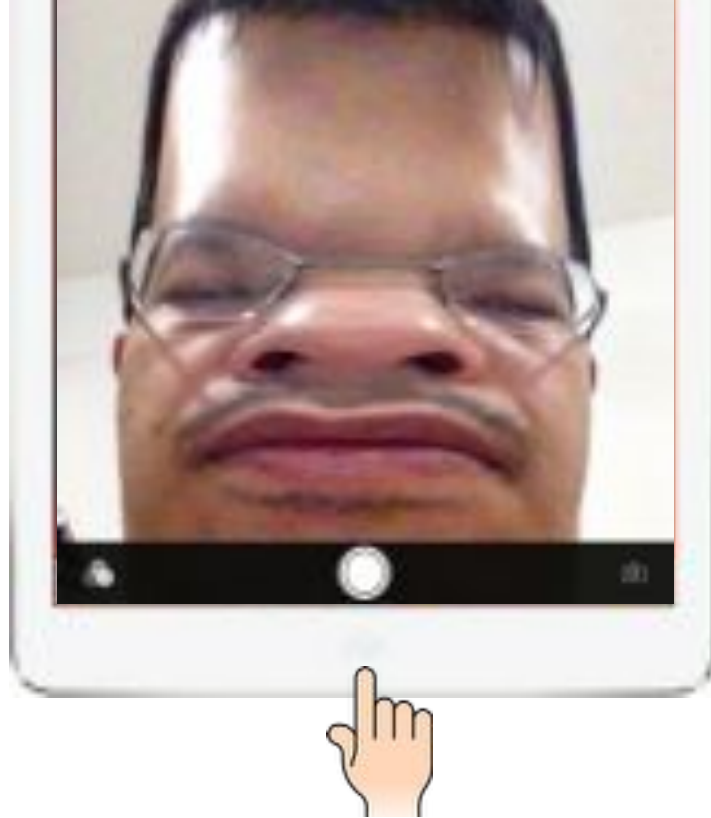
Tap this button to take a picture.



Tap this button to switch between front and back cameras.

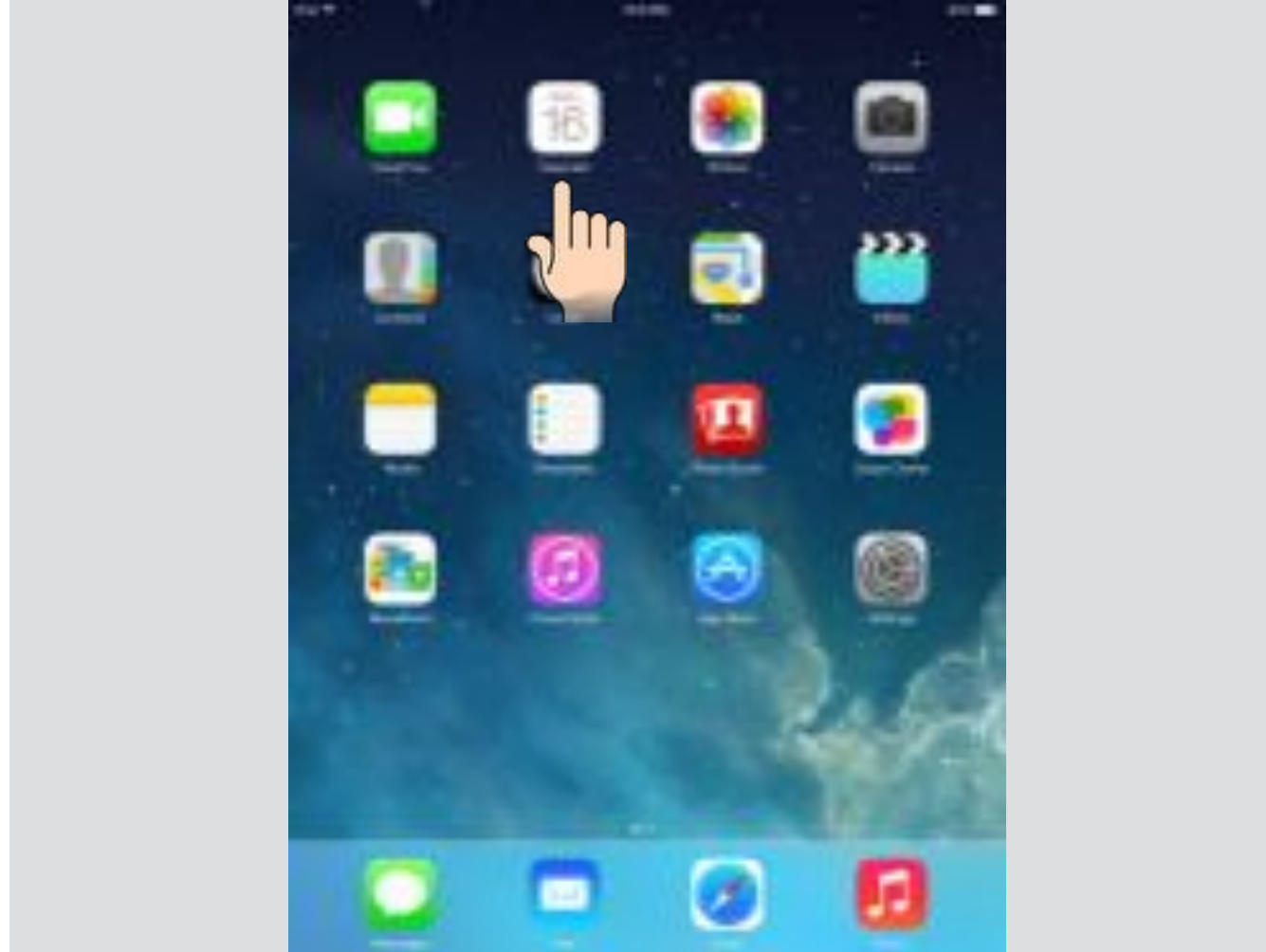


Tap this button to choose a different special effect.



Press the Home button to return to the starting screen.

7.8 Calendar



Tap Calendar.



Daily schedule is displayed. Tap Month.



Month view is displayed. To add a new event, add the + sign.

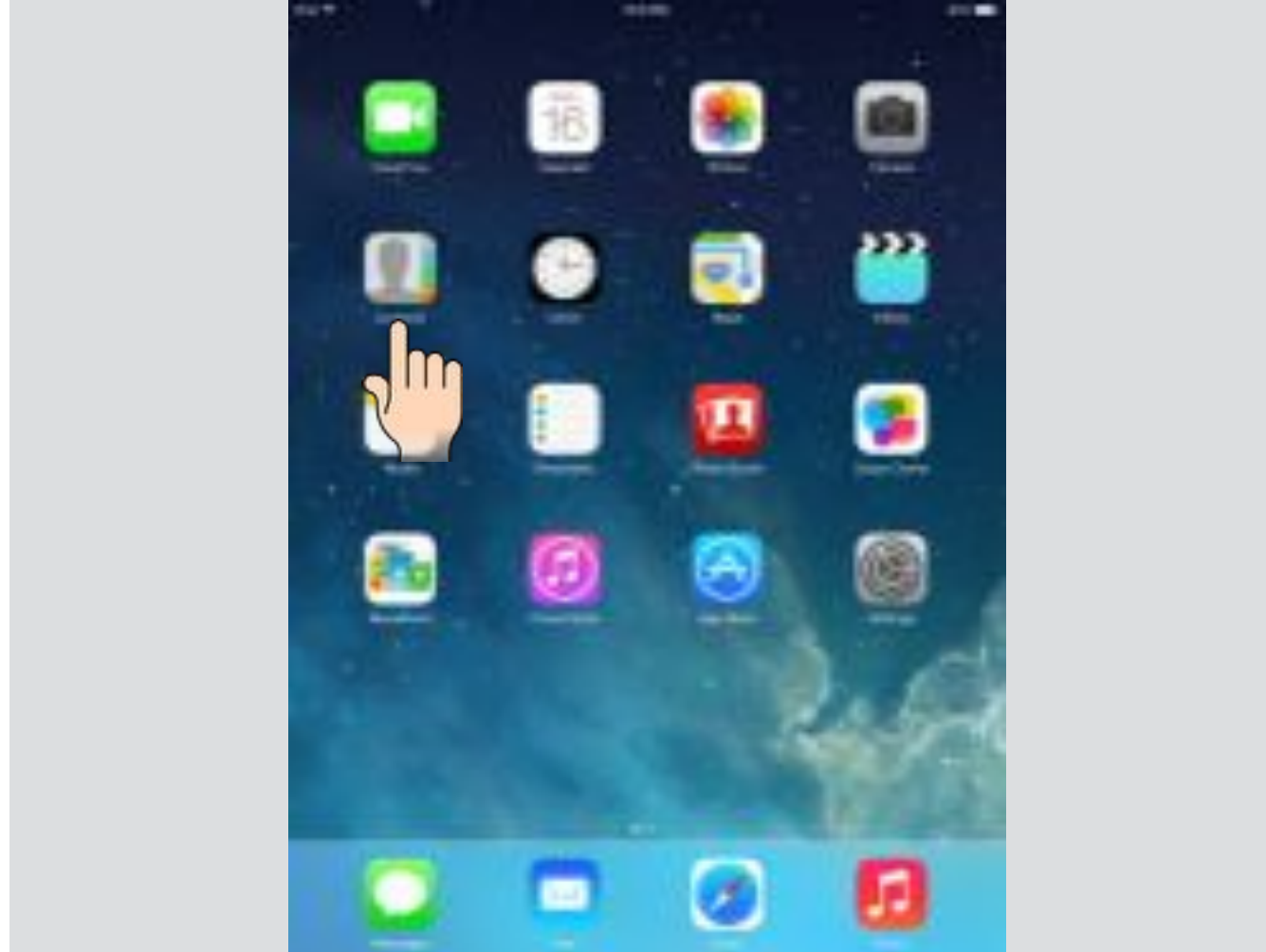


Fill in the details of the event. Tap Done when complete.



Press the Home button to return to the starting screen.

7.9 Contacts



Tap Contacts.



The list of contacts is displayed. Tap the + button to add new contacts.



Tap in the required information and tap Done.



Press the Home button to return to the starting screen.

7.10 Notes



Tap Notes.



Type in a sentence.



Tap Notes.



The list of notes is displayed. Tap the note.



Tap the new note button.



A new blank note is created. Type in a few more words.



Tap Notes again.



You'll see the second note in the list of notes. All notes are saved automatically. Tap the sharing button.



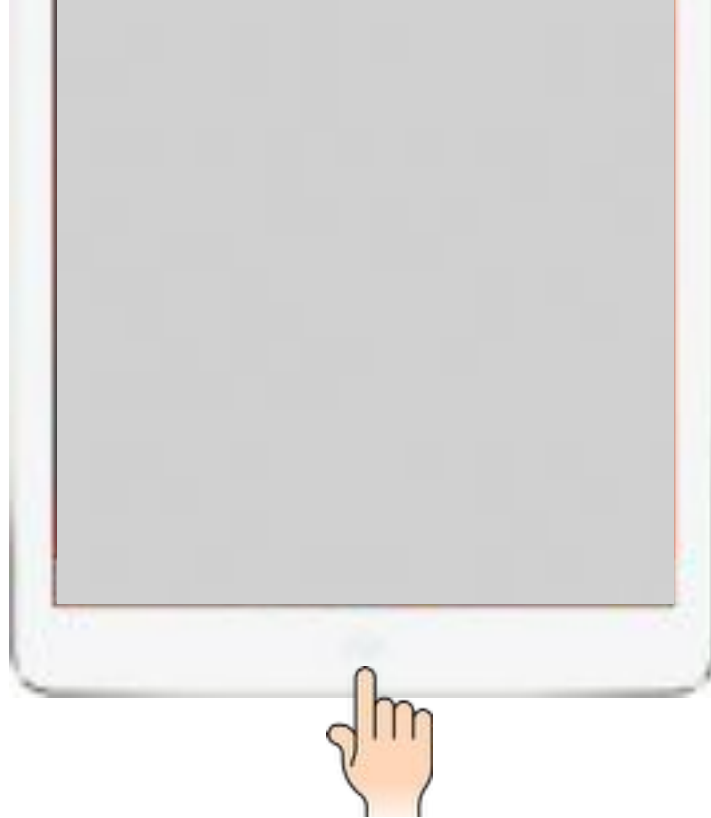
You can share the notes in many ways. Tap anywhere to dismiss.



Tap the Trash Can.

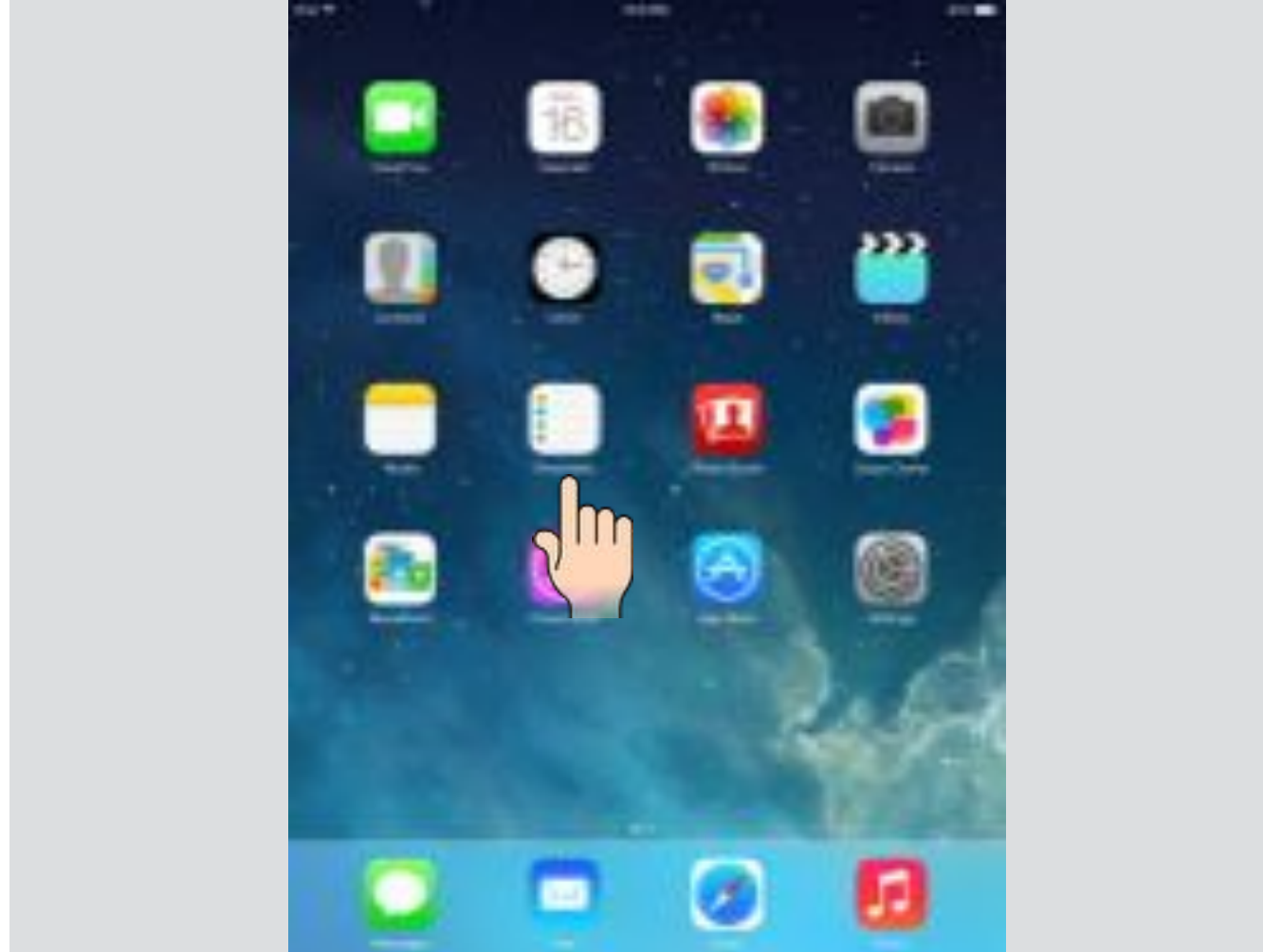


Tap Delete Note to delete the current note.

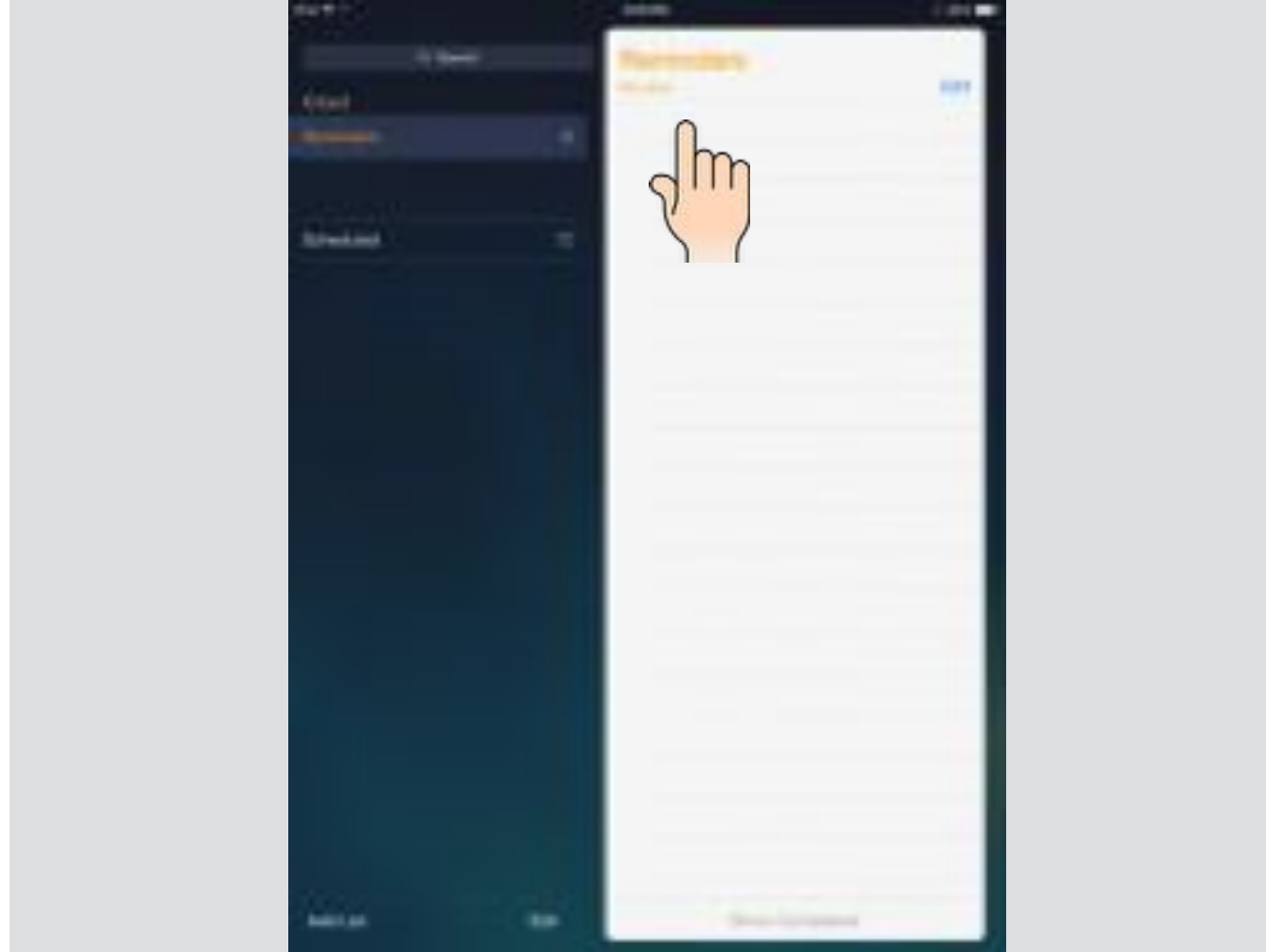


Press the Home button to return to the starting screen.

7.11 Reminders



Tap Reminders.



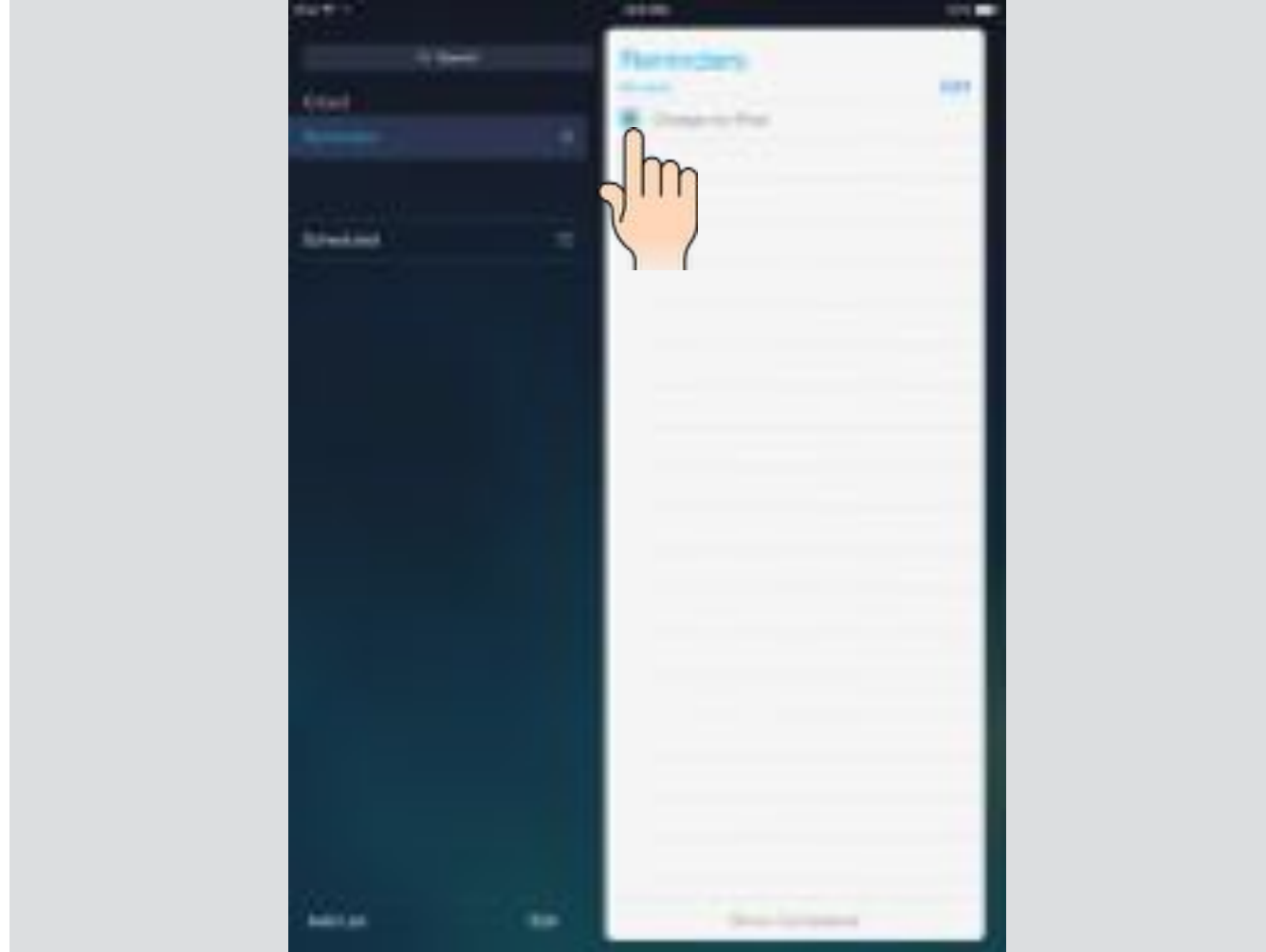
Tap the first line on the page.



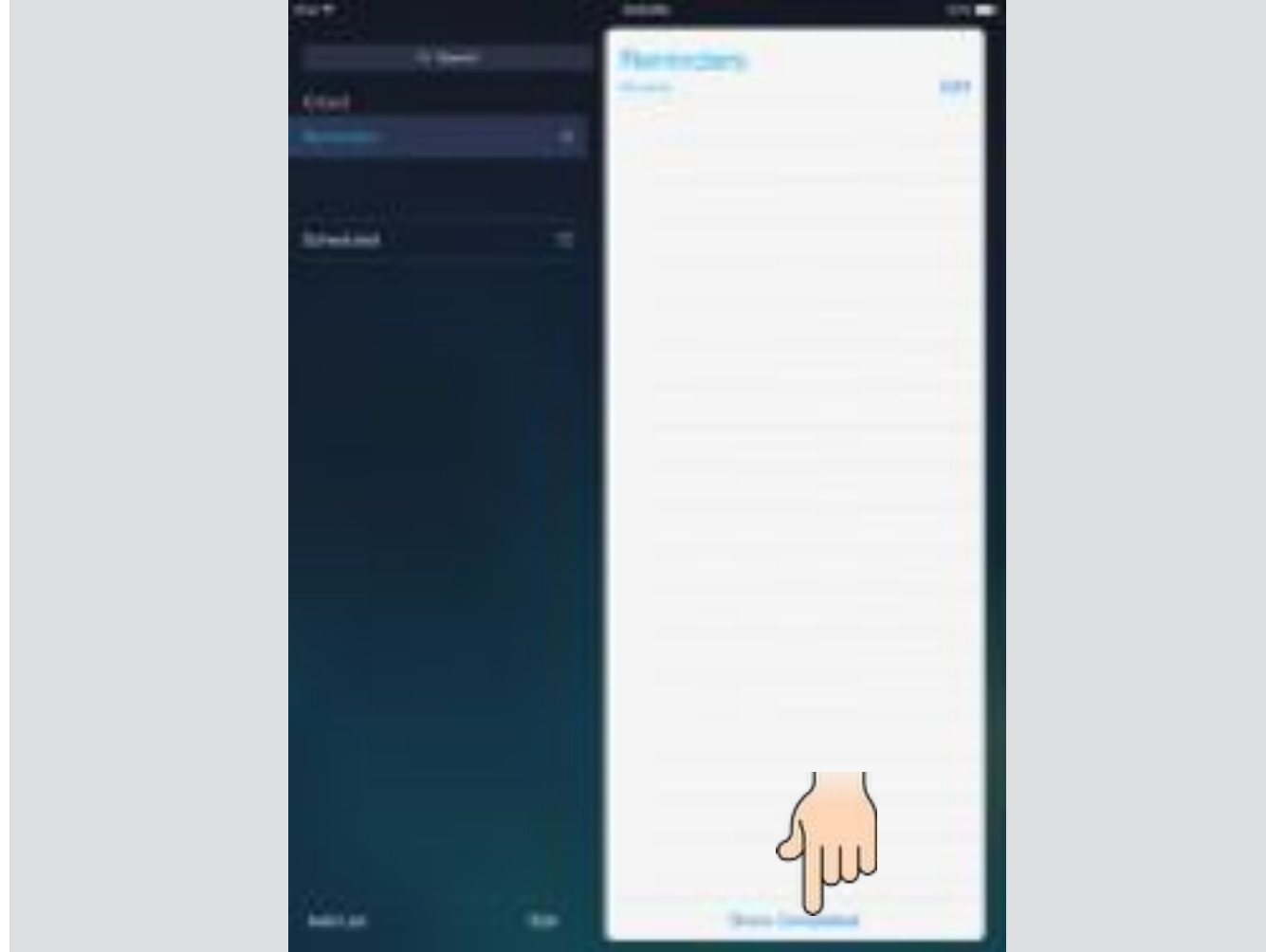
A new reminder is created. Type in some text for that reminder.



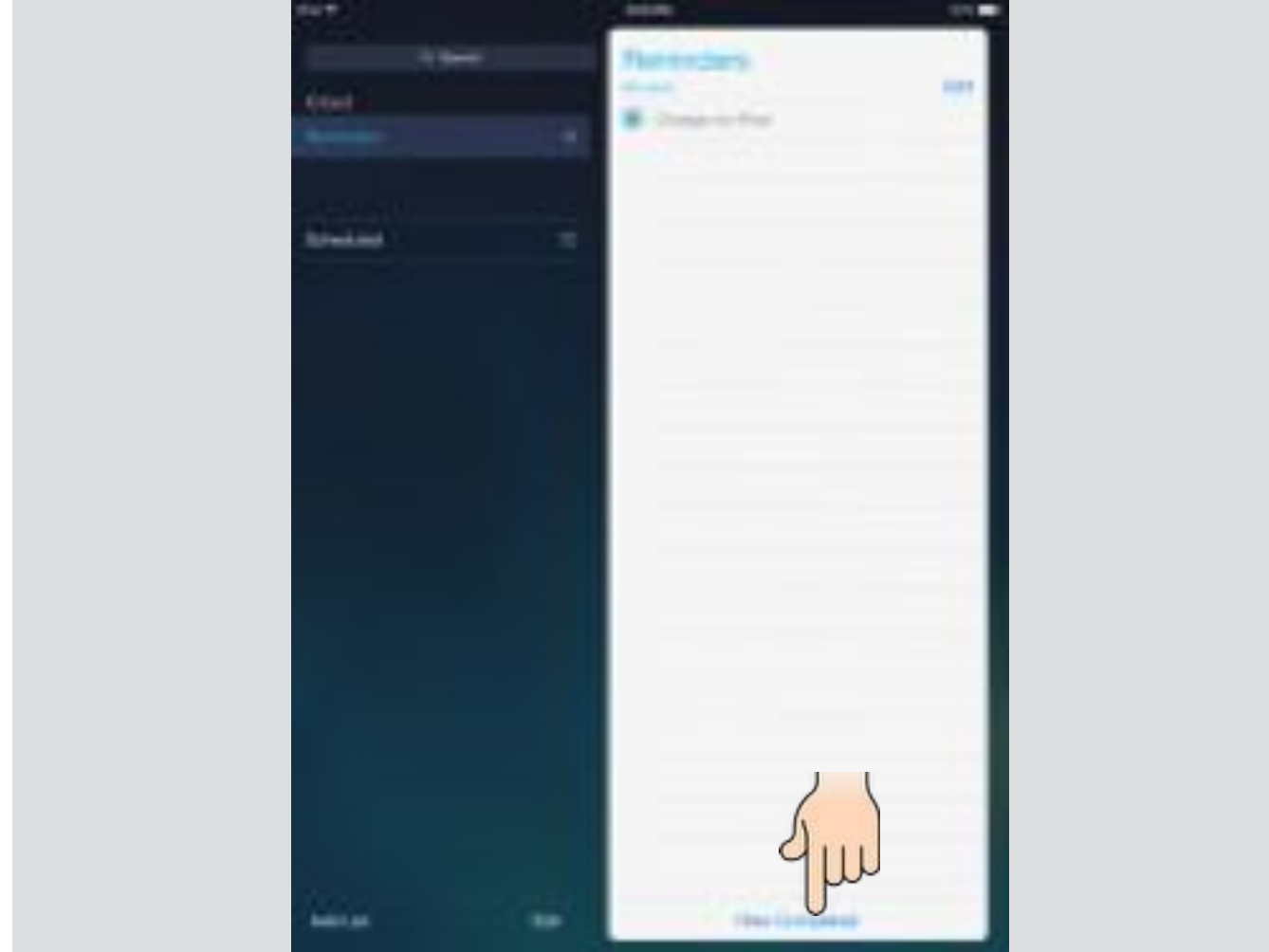
Tap Done.



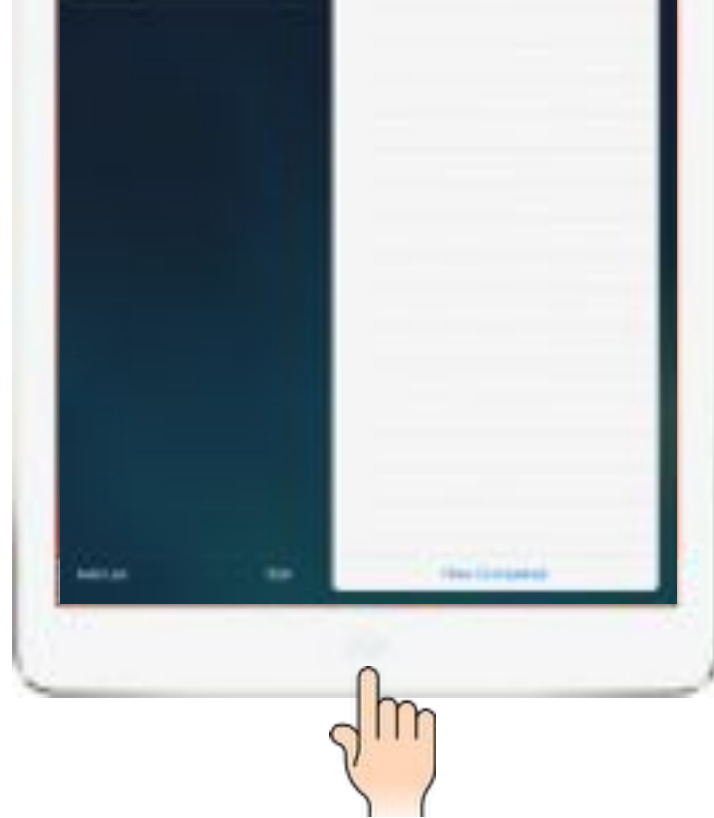
When you've done that task, tap the circle next to the reminder to indicate that the job has been completed.



Completed items will be hidden. Tap Show Completed to see them.

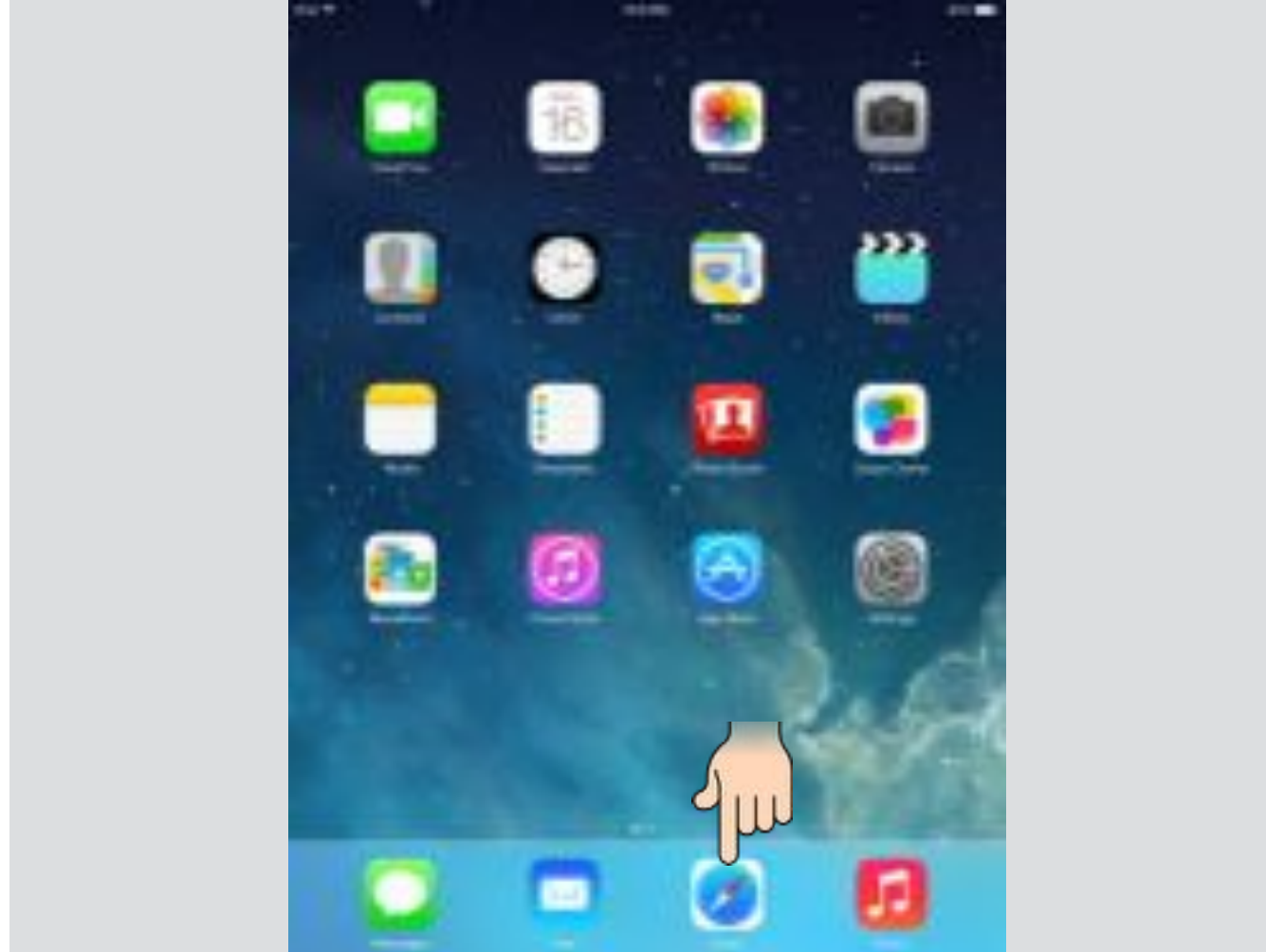


Completed items are visible. Tap Hide Completed to hide them again.



Press the Home button to return to the starting screen.

7.12 Web pages



Tap Safari.



Tap the Bookmark button.



A list of bookmarks appears. Tap Google.



The Google web page is displayed. Tap the Sharing button.



There are many ways to share a web page. You can also save the page to Bookmarks here. Tap Bookmark.



You can edit the description, URL and location to save. Tap Cancel.



The URL field can be used for search. Type in what you're looking for. A list of suggestions are displayed. You can tap a search suggestion or tap Go.



Results of the search are displayed. Tap +.



This opens a new browser window. Tap the URL field.



Type in 'yah'. A list of suggestions appears. Tap Yahoo!.

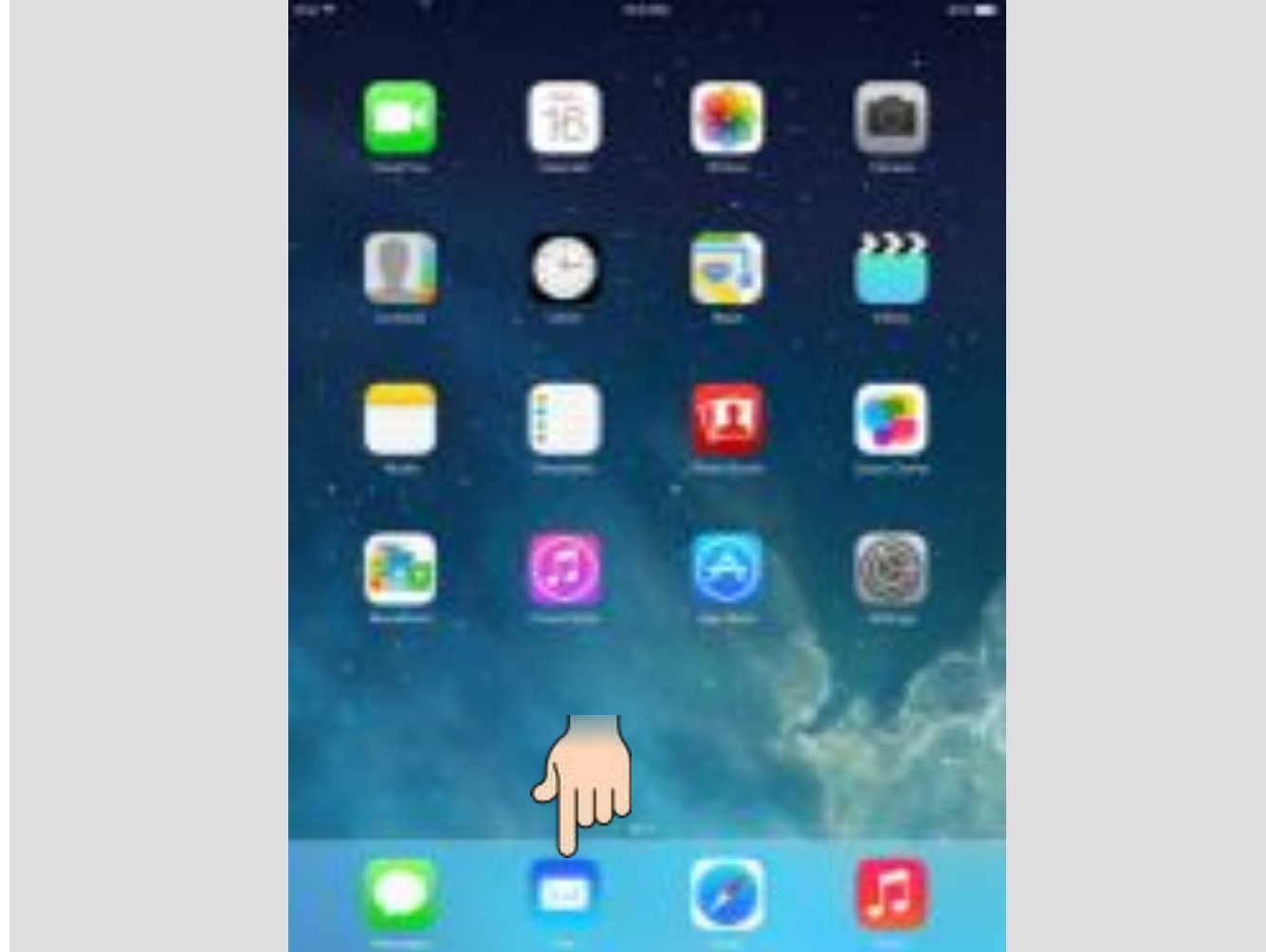


The Yahoo page is displayed.



Press the Home button to return to the starting screen.

7.13 Mail



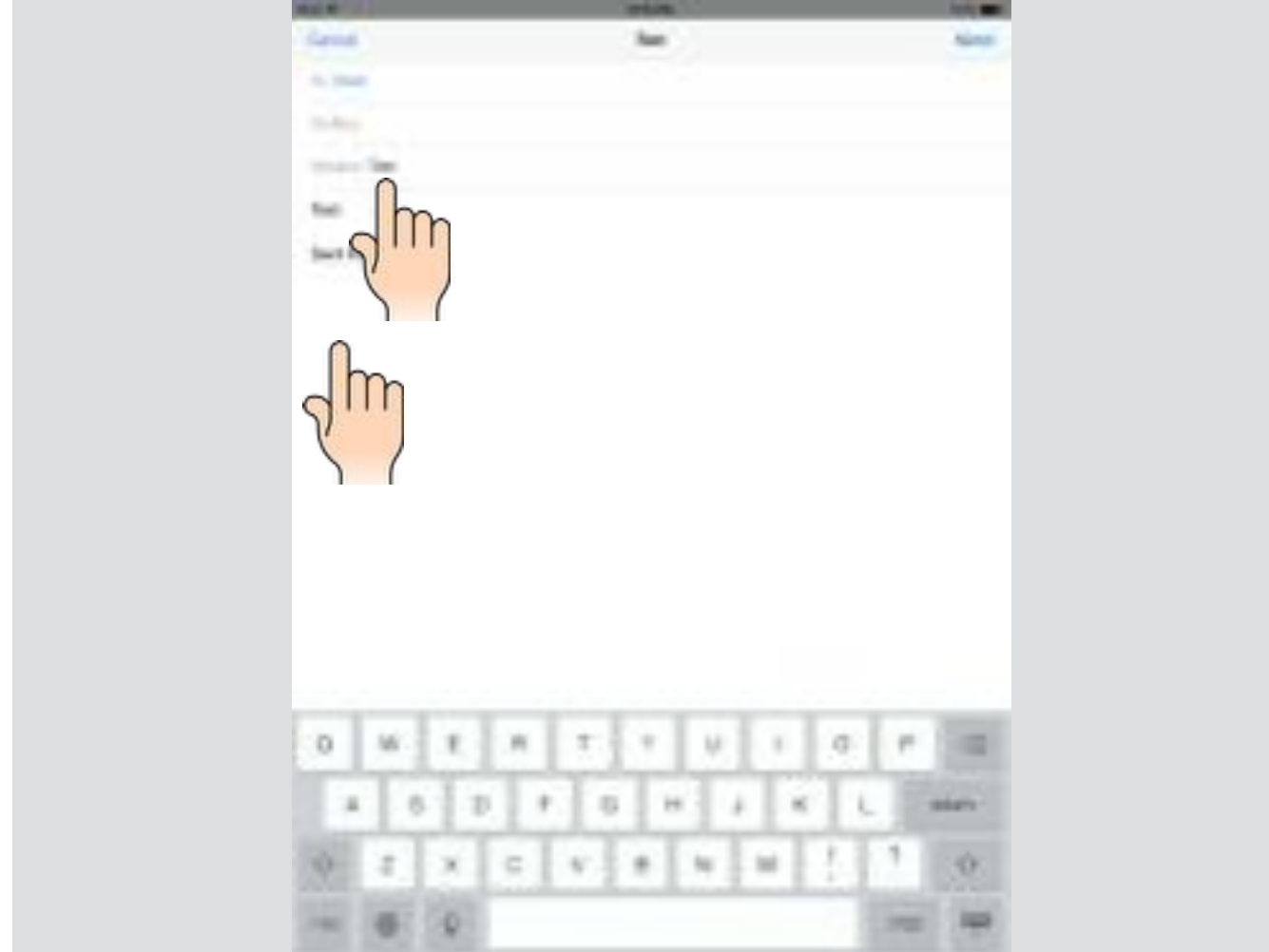
Tap Mail.



Your emails are displayed. Tap the control to create a new email message.



In the To: field, type the first few letters of another teacher's Apple ID. The contact beginning with those letters appears. Tap the contact you wish to email.



Tap the Subject: field and type the word Test. Tap the body body of the email and type in some words.



Tap Send.



Tap Inbox.



When the recipient replies, you'll see a new message in your Inbox. Tap it.



Tap the Reply button to reply.



Tap Reply. A new mail message will appear with the text of the email that you received in it. Modify as required and send it.



To see all the email that you've received, tap Inbox.

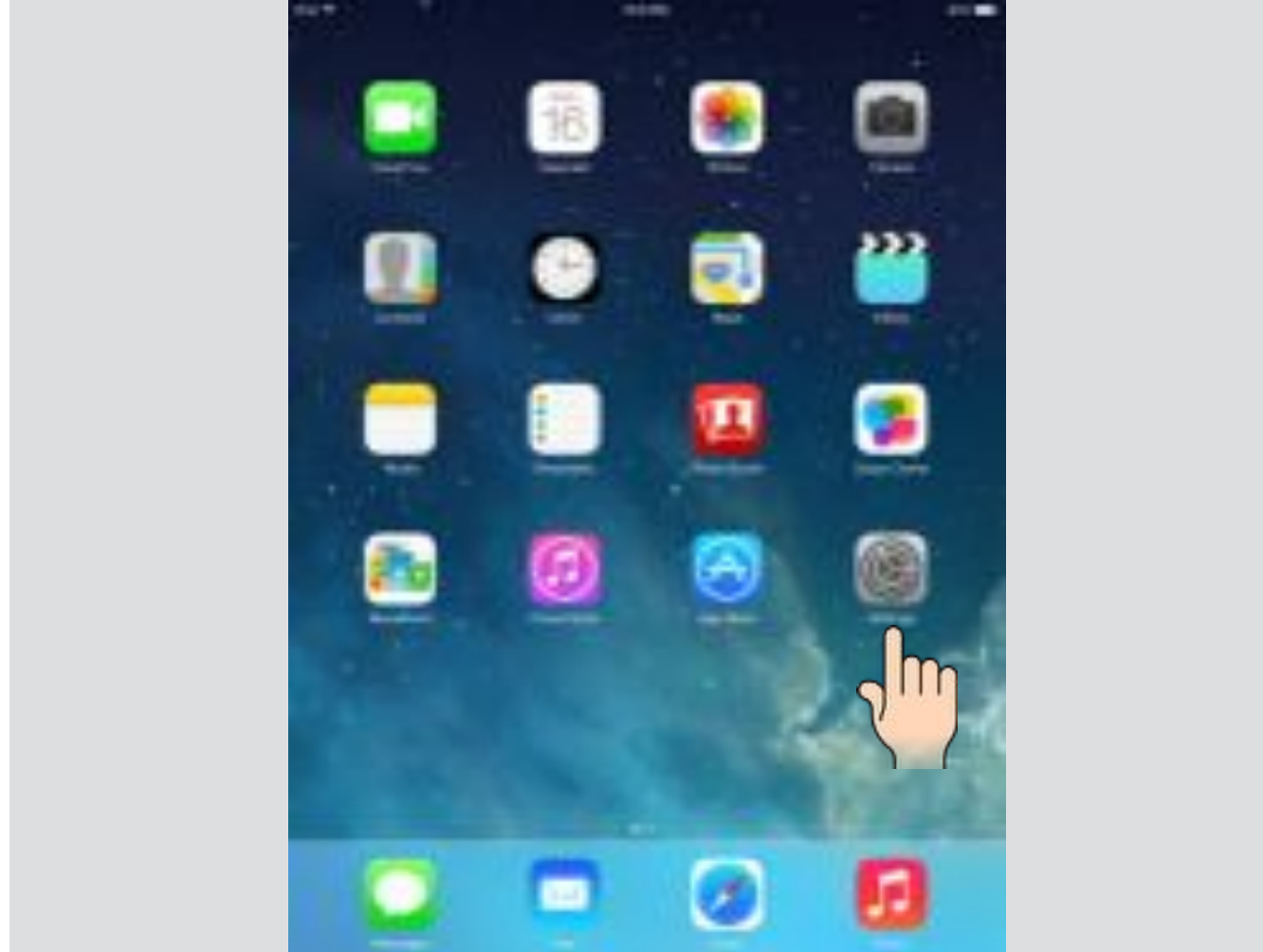


For emails that you no longer need, tap them and tap the Trash button.



Press the Home button to return to the starting screen.

7.14 Settings



Tap Settings.



When on a plane, turn on Airplane Mode.



After you have landed, you can turn it off.



Tap Wi-Fi. You can see a list of wireless networks. Tap the one you want to join.



Tap Bluetooth.



If you don't have any Bluetooth peripherals, you can switch Bluetooth off. iPad only uses Bluetooth to connect with peripherals, not for File Sharing or Contacts.



Tap General.



Tap Software Update.



Tap 'Download and Install' to install any available software updates.



Tap Agree.



Wait until the process completes.



When prompted, tap Install.



Your iPad has been updated successfully. Tap General to return.



Tap Auto-Lock. This is the time elapsed before the iPad locks itself.



Choose a lock time that you prefer.



Tap General. Tap Passcode Lock.



Enter the four-digit passcode that you entered when you first set up the iPad.



You can change your passcode here.



Tap Wallpapers & Brightness.



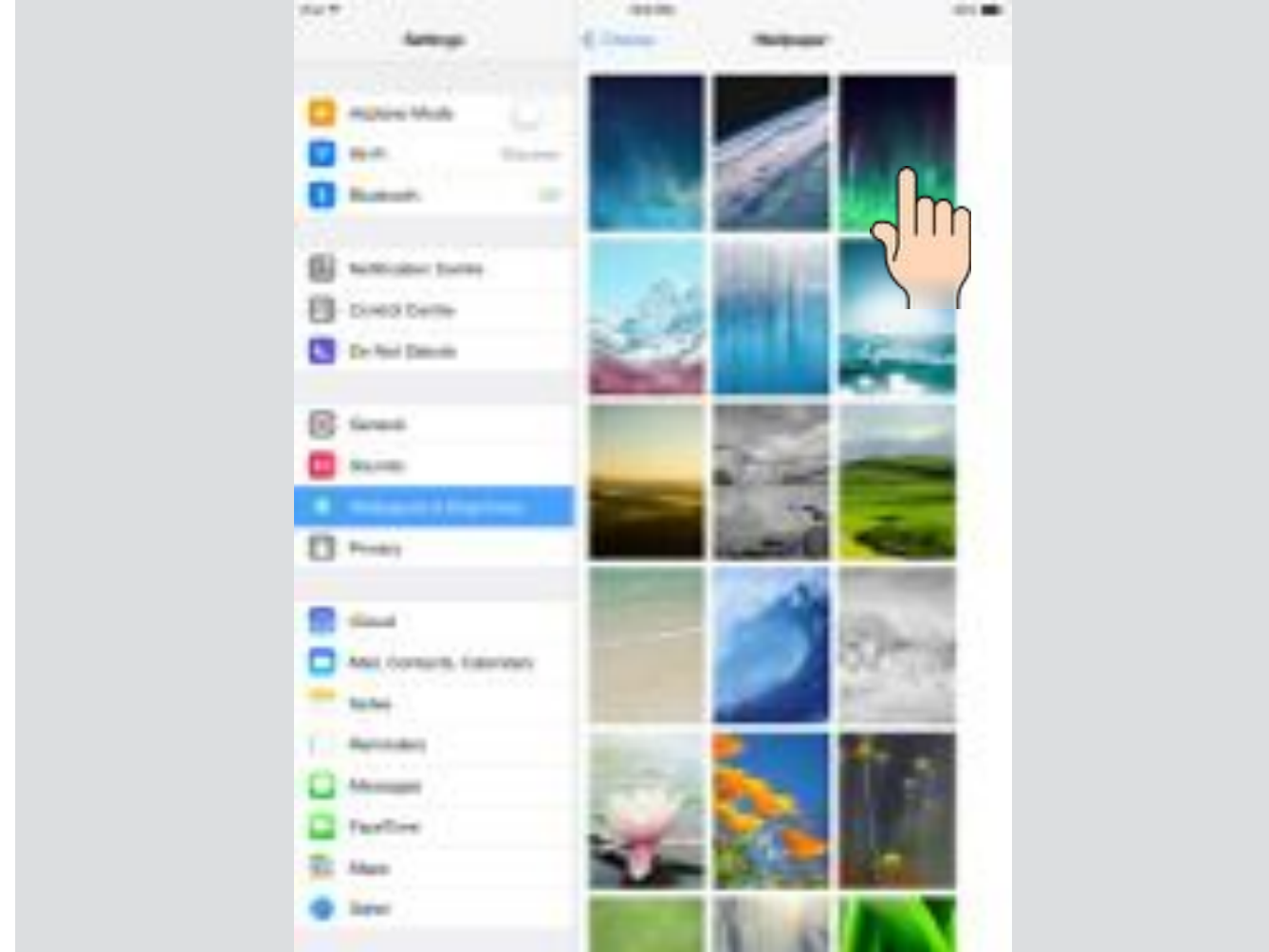
Brightness is controlled by moving this slider.



Tap the wallpaper.



You can use the built-in wallpaper, or set any picture as one. Tap Stills.



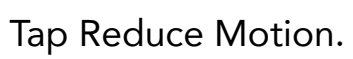
Choose any design you like.



Tap Set Both.



Tap General. Tap Accessibility.





Turn on Reduce Motion to switch off the parallax effect and to speed up the transitions.



Press the Home button to return to the starting screen.

Technical Support

- Phone: 1-800-803-638 (Toll free)
- Web page: <http://www.apple.com/support>

8. Mac/PC Syncing

8.1 Downloading iTunes



Click Start.



Click Internet Explorer.



Click the URL field.



Enter the following URL <http://www.apple.com/itunes>.



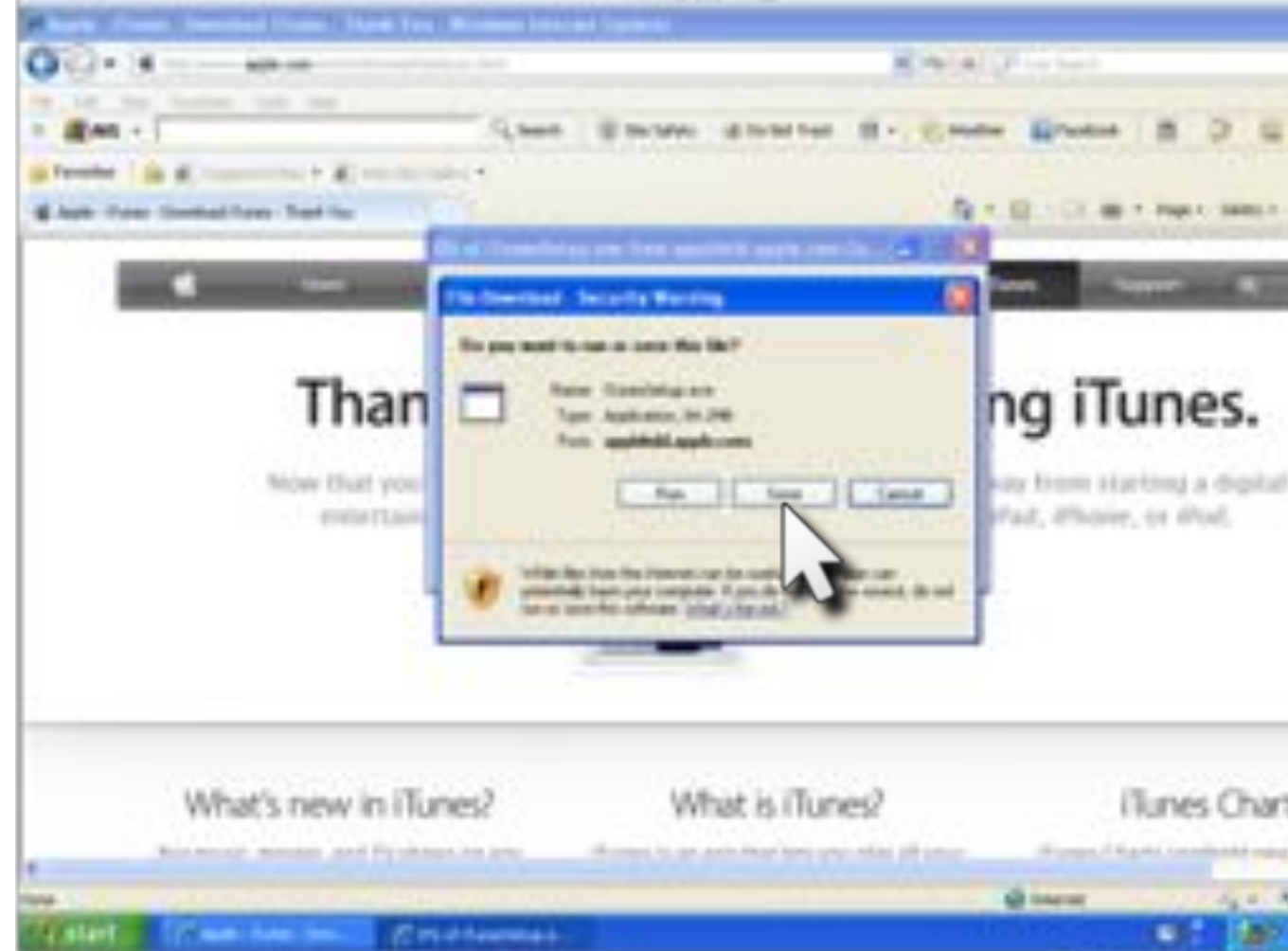
Click Download iTunes.



Untick the checkboxes as shown.



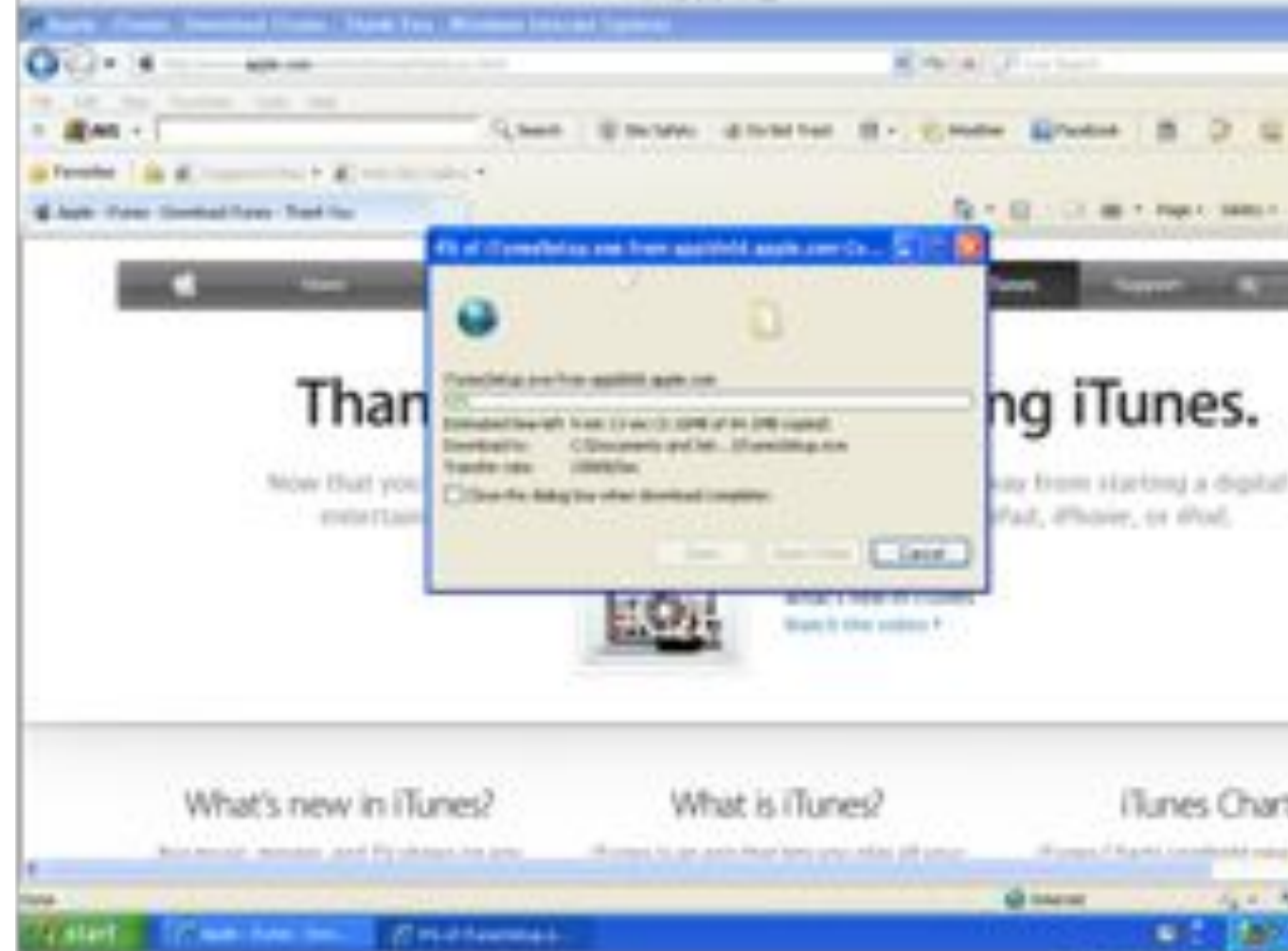
Click Download Now.



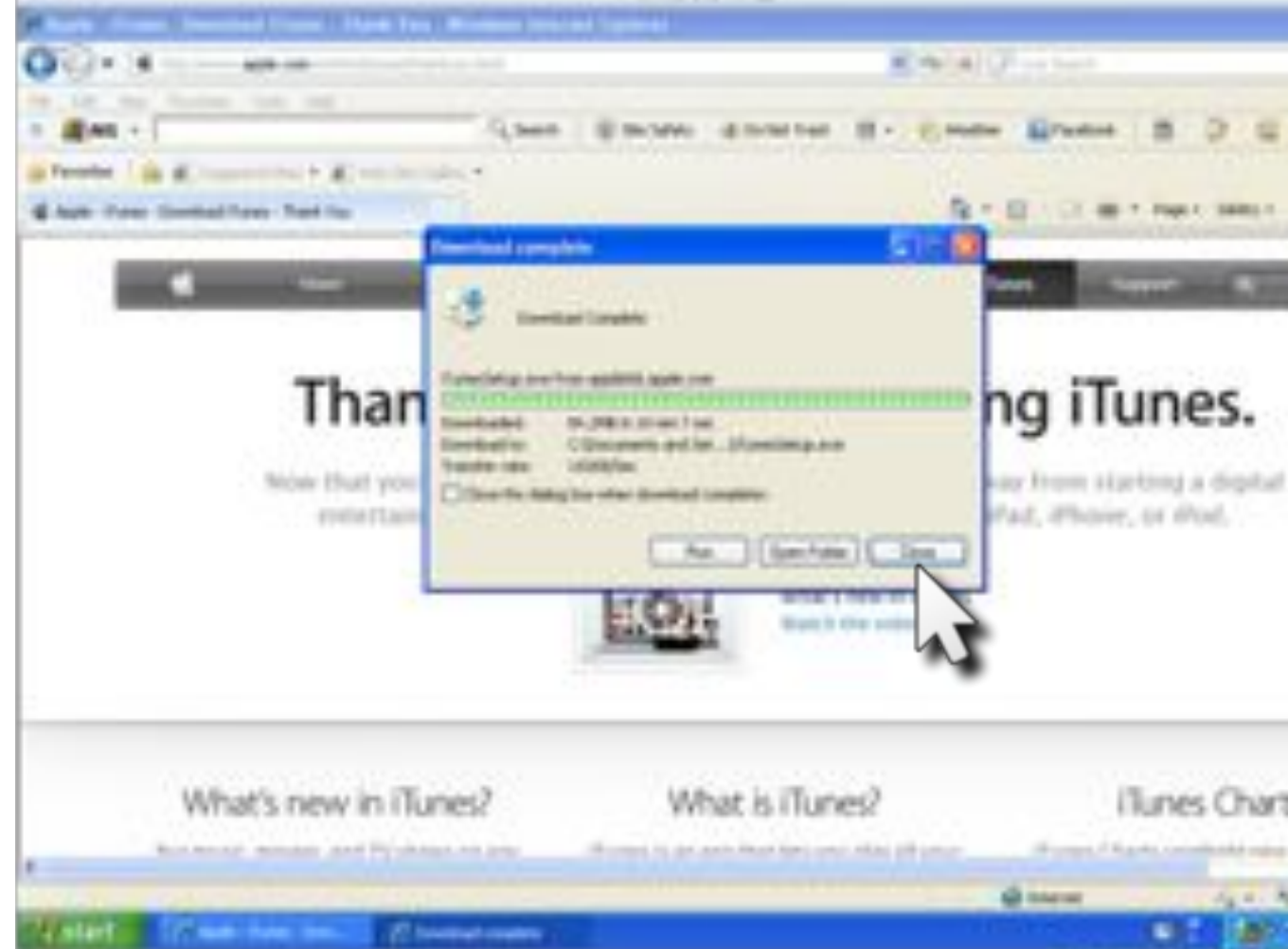
Click Save.



Click the Desktop and click Save.



Wait until the download is completed.



Click Close when the download is complete.



Click the Red button to quit Internet Explorer.



You will see the iTunes installer on the Desktop.

8.2 Installing iTunes



Double-click iTunes.



Click Run.



Click Next.



Click Install.



Wait until the install completes.



Click Finish.



Click Agree.



Click OK.



Click Agree.



Click Go to the iTunes Store.

8.3 iPad sync (Mac/ PC)



Connect the iPad to the computer using the USB cable provided.



iTunes displays the following message. Click Set up as new iPad. Click Continue.



Click Get Started.



Click This computer.



Click Apply.



Click Sync.



If you see this message, click Authorize.



Enter your Apple ID and password, and click Authorize.



Transfer of content and apps from your iPad to your computer will begin. Click Done when the process is complete. You can now disconnect your iPad.

Technical Support

- Phone: 1-800-803-638 (Toll free)
- Web page: <http://www.apple.com/support>